How to Read Your Reservation Confirmation

Provide the event reference number when making any additional requests through phone or email. The event reference number can be found at the end of the subject line of your email or right before your event title. It normally begins with the year followed by a series of 6 letters. Example: 2011-ABAJI

Here you will find your contact information. If any of this information is incorrect, please notify us so that we can update your information in our room scheduling system.

The billing information provided in your room request is listed below the meeting title/description.

These are the meeting title/descriptions that you provided in roomQ.

These are your confirmed room assignments. If nothing is listed here, then you do not have a room assignment. If this is the case, please contact HSRR.

These are your confirmed date and times of your room reservation(s).

Important policies that you are held responsible for are listed below your reservation confirmation.

Any charges associated with your room reservation will be listed here. “HS-NO INSTALL” applies only to UW dept events that will not use the installed AV equipment in the room. Reservations for course breakouts in non-special event spaces will see nothing in this section.