California Room, CE Conference & Library Room Reservations

Room Reservation Requests Received via ceventura@ucanr.edu

1. Email the ceventura@ucanr.edu with your room reservation request
   a. include which room you want to request
   b. the start and end time of the reservation
   c. the date (1/18/2024, Thursday)
   d. the title of your event/reservation
   e. contact name, phone and email address
   f. in room requests: WiFi, Ethernet, audio/visual system, microphone
2. We will review and send confirmation for you room reservation request through the ceventura account
3. If you need to cancel or reschedule email the ceventura account with the original information from your first request email