**Change request categories for un-roomed events period**

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| **No.​** | **Essential Reason​** | **Description​** |
| 1​ | Room no longer required ​ | If a room is no longer required due to an event being cancelled, changed to Online, or roomed locally.​ |
| 2​ | Central room request​ | For existing un-roomed events that you have found a solution for.  |
| 3​ | Use of another area's local space ​ | If you have agreed to use another School’s local space. Include the evidence of the agreement with the local space manager in the Supporting Documents field. |
| 4 | Data quality issue | To rectify data entry issues in CMIS, for example updating the contact, swapping like-for-like courses or subgroups on events, changing the Source on events, etc. |

 **Additional categories for change request period**

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| **No.​** | **Essential Reason​** | **Description​** |
| 5 | Accessibility requirement​ | If an accessibility requirement was not identified during Edit & Prep or if the requirement has changed. Include information on the nature of the accessibility that needs to be accommodated, e.g. wheelchair access, hearing assistance, etc. |
| 6 | Change in size | If the number of students enrolled differs from the allocated space and the room is no longer suitable. Update the size of associated subgroup(s) before submitting a change request. |
| 7​ | New course/event | New courses approved after the end of Edit & Prep or new events on existing courses. The timing of events should be checked against availability of spaces before submitting a request.  |
| 8​ | Time/Date change​ | If the date, time, or duration of an existing event needs to be changed. The timing of events should be checked against availability of spaces before submitting a request. |
| 9​ | Equipment/Features change | If the room allocated does not have the required equipment and/or features, Include details of the requirement. For accessibility requirements use the separate reason for this purpose.  |
| 10​ | 'Opt-out' of lecture recording​ | If the event has been tagged for lecture recording, but the academic wants to opt-out of recording. Where possible please ensure the lecturer’s name is attached to the event in CMIS. |