CQS Conference Room Booking

*To reserve a VICC conference room, please go to the following website: https://intranet.vicc.org/rooms/reservation.php

Complete the conference room reservation form online and await a room reservation confirmation (reservations are generally confirmed the same day). If you need immediate assistance, contact Kimberly Drake (kimberly.m.drake@vanderbilt.edu).

VICC Rooms:
569 PRB (accommodates about 15 people)
668 PRB (accommodates about 15 people)
749 PRB (accommodates about 25-30)
898-I PRB (accommodates about 15-20 people)
898-J PRB (accommodates about 70-80 people)
898-K PRB (accommodates about 15-20 people)
898-M PRB (accommodates about 15 people)

*To reserve a room in Light Hall or select MCN locations, please go to the following website: http://ess.mc.vanderbilt.edu

Click on Room Scheduling on the left side of the screen.

To see the conference rooms that can be booked, click on Room Info.

To see the conference room schedule, click on Room Schedule. Enter guest as the user name and leave the password blank. This will provide access to all of the conference rooms available for booking and their current usage schedule.

To request a room reservation, click on Reservation Forms, then click Submit an Electronic Reservation Form. Complete the room reservation form online and await a room reservation confirmation (reservation confirmations have a longer turn-around time than the VICC reservations). If you need immediate assistance, please contact Beverly Stevens (beverly.stevens@vanderbilt.edu).