

Standard Operating Procedures (SOPs) Room Booking Requests for Club/Society Meetings/Auditions/Banner Drop

- Moving forward, ALL room bookings (breakout rooms, classrooms, etc) for club/society meetings, auditions, or practice will be sent DIRECTLY to the PROGRAM OFFICE at PO@iba.edu.pk .
- NO email will be accepted without the Patron and OSS being cced in ALL these emails.
- All Venue Booking Requests are to be made **AT LEAST THREE (3) WEEKDAYS (Monday – Friday)** prior to the meeting/practice/audition date.
- **For a banner drop**, please email OSS at least 3 working days in advance.
- **Only when the PO confirms with the room booking via email can you plan further.**
- All room booking requests have to be sent to the PO directly, and NOT the Building Incharges
- **Any emails that you send on the weekend and public holidays will be responded to on the next working day.**

Please also note that in case the Program Office receives a room booking request for academic purposes and no other room is available for the given time slot, your reservation for society meeting, practice, or audition etc (except the actual event) will either be canceled or moved to an alternative space, as per availability, and you will be informed in advance.

Please note: Venue bookings for events will be processed through the Online Event Management System, as before.

Please ensure that the SOPs are followed strictly – no rooms will be booked if SOPs are not followed.