**Live Broadcast Bookings**

**Summary**

The SOM Broadcast Studio is capable of sending live feeds to major networks such as CNBC, Bloomberg, Fox Business News and many other networks.

**Step-by-step guide**

If you'd like to book the studio for a live shoot please:

1. Submit a booking request, pending administrator approval, in EMS.
   a. Navigate to https://rooms.som.yale.edu/ and login with your NetID/password
   b. Hover over the "Reservations" button from the horizontal menu and select "Broadcast Studio"
   c. On the "Info" tab, review the reservation rules
   d. On the left hand side, fill in the "When and Where," "Setup Information," and "Availability Filters" sections as applicable and click "Find Space"
   e. The form automatically switches to the "Location" tab. You and your attendees' (if applicable) availability is displayed in the top table, and the Broadcast Studio's availability is displayed in the bottom table. If the time you requested is available, click the green plus-sign icon to select it for the booking
   f. Click the "Details" tab and fill in all applicable information, paying close attention to the "Media Services" and "Live Video Streaming" sections as they apply to your event.
   g. Review all of the information and click Submit
   h. An overview of your booking request will be displayed and you will get an email confirmation as well
   i. If you need additional assistance, please contact the SOM Events Team at somevents@yale.edu
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