# Conference Management Unit (CMU) Reservation Process

UNITED NATIONS UNIVERSITY

## Step 1

**Inquiry from UNU Website**

Complete the online reservation request form, indicating your preferred facility, date, and time.

## Step 2

**Tentative Reservation**

If your preferred venue is available, CMU will contact you to confirm your tentative reservation.

## Step 3

**Application Process**

Please submit your application form with supporting documents to CMU at least 3 months prior to the event.

## Step 4

**Application Review by UNU**

It will take 1–2 weeks for UNU to complete the review process.

## Step 5

**Application Approval by UNU**

CMU will send you:
1. Approval letter
2. Invoice (10% deposit)

## Step 6

**Application Completed**

After confirmation of deposit payment, CMU will arrange a date for you to preview the venue.

## Step 7

**Venue Preview**

CMU will show you the reserved venue and schedule a meeting with an audio/visual technician.

## Step 8

**Event Day**

Please come to the venue at the reserved time.

## Step 9

**Payment**

Upon receipt of the invoice, please make your payment within 1 month.