As soon as a request is submitted, its unique reference number is generated. This reference number is a crucial piece of information that is useful to both you and anyone with whom you need to discuss any aspect of your event, especially whenever you ask for any changes to your reservation’s date, time or location. Providing the reference not only makes it much easier for the scheduler to retrieve your event, it also ensures that s/he is taking action on the right event. It starts with the year (in four digits) when the event was created, followed by a dash, and then a six-character alpha-number identifier (example: 2016-ABCDEFG). All parts of it must be used to retrieve an event. See next pages showing a few of the places where you can find/see your event’s reference number.
1. The screen you see after submitting your request ...

- **ID:** 2016-AAWXLF
2. The “Your Upcoming Events” or “Your Event Drafts” Lists ...
3. In the “popup” box that appears when you hold your mouse over an event name ...
4. In the subject line of the e-mail you get confirming your reservation ...
5. ... and, of course, on your event confirmation.