**Visitors**

* Faculty member fills out visitor request form
* Email is generated to space-admin
* Space Admin reviews request, assigns office for visitor (where faculty requested when possible) and forwards the space request email to faculty member and group assistant
* Updated the Visitor seating assignment webpage:

<https://www.cs.ubc.ca/our-department/facilities/offices-labs/visitor-sessional-office-assignments>

* Put in a key request for the visitor