ECE Conference Room

PHO339

Guidelines

The ECE Conference Room can be used for special events such as seminars, departmental faculty meetings and/or workshops, and thesis defenses for which a large audience is expected. There are other conference rooms available for smaller, regular, faculty and/or student group meetings, which should be used when there is no outside guest speaker. The following is a list of helpful information and guidelines to be followed when using the room.

(1) The ECE Conference Room is located in Room 339 of the Photonics Building at 8 Saint Mary's Street. The capacity of the room is 42. To reserve the room call 353-1237.

(2) The room is available Monday through Friday, from 9:00am - 5:00pm. Anyone using the room must be affiliated with the ECE Department, or with the College of Engineering. Regular seminar series can be scheduled, but the ECE Department reserves the right to "bump" a reservation if necessary.

(3) The room is set up as conference-style with a projection screen at the front. The table seats 22 and an additional 20 chairs are located around the perimeter of the room. Furniture in the room, including the table in the center, may not be taken apart or rearranged in any way. If theater-style seating is desired, other rooms such as the photonics building auditorium or one of the classrooms are recommended. These rooms can be reserved through the normal channels.

(4) The room is equipped with an overhead projector and a screen. A video projector unit, a document reader, and a hookup for a laptop (PC or Macintosh) are available, and individuals interested in using this equipment can sign up for the required training.

(5) Food is not allowed inside the conference room. Light refreshments such as coffee, soda, and cookies can be brought into the room from outside, but we ask that you please pick up and place cups and cans in the waste bins. A table can be set up outside of the conference room to hold food if it is desired. Arrangements for table setup and breakdown needs to be done through the Building Manager at 353-3393, at the initiation of the group using the room. Someone must be on-site to receive food items from Dining Services, and to remain on hand to "guard" the food until the reception begins. Any items that Dining Services will be retrieving (such as a coffee carafe) need to be removed promptly after the meeting and can be put in the ECE Service Area, Room 330, which will be made accessible. Dining Services should be told to come to the ECE Department for access to the room by the group using the room.

(6) Announcements can be posted on the bulletin board outside the conference room, or a tripod can be placed outside the room. Announcements should not be taped on the door of the conference room, or on walls around the building.

(7) The room should be left exactly as it was found, with all chairs and items brought in from outside returned to their original locations. The door to the conference room should be closed and locked upon exiting.

Thank you in advance for following these guidelines, and let us know if you have any questions or suggestions.
The three smaller ECE conference rooms in the Photonics Building are intended for use by ECE faculty or students for small meetings and seminars, and smaller thesis defenses. These rooms can be booked on a regular basis for the semester or the year. The following is a list of helpful information and guidelines to be followed when using the rooms.

(1) The five smaller ECE conference rooms are located in Rooms 338, 404, 428, 442, and 536 of the Photonics Building at 8 Saint Mary's Street. The capacities of the rooms are as follows: Room 338 seats 8-10 people; Room 404 seats 8-10 people; Room 428 seats 8-10 people; Rooms 442 and 536 seat 10-12 people. Rooms 404 and 428 can be combined into one large room or reserved separately. Reservations can be made through the front desk of the ECE department; all reservations must go through the Sr. Administrative Secretary. The phone number for the front desk is 353-2811.

(2) The rooms are available Monday through Friday, from 9:00am – 5:00pm, though the room can be accessed by ECE area faculty after 5:00pm with ID card. Anyone using the room must be affiliated with the ECE department, or with the College of Engineering. The ECE Department reserves the right to “bump” a reservation if necessary.

(3) The rooms are set up with a table in the center of the room and chairs around it. Additional chairs can be brought in from another room (please ask at the front desk for access to other rooms), but need to be put back at the end of the meeting. The table cannot be removed from any of the rooms. If theater-style seating is desired, other, more suitable rooms are recommended. These rooms can be reserved through the normal channels.

(4) Each room will have an overhead projector, a screen, and a white board in it. Slide and computer projectors are available through the front desk, and can be set aside upon reservation of the room.

(5) Coffee and light refreshments are allowed inside the conference rooms. Each room will have a small table that will hold no more than a pot of coffee and a plate of snacks. Any items that Dining Services will need to retrieve (such as coffee carafes), should be placed in the ECE Service Area, Room 330, directly after the meeting. Dining Services will need to be told to see the front desk for access to this room.

(6) It is the responsibility of the user to ensure that the room be left exactly as it was found. All cups and empty cans should be thrown away and all chairs must be returned to their proper location. The door should be closed and the lights turned off.

Thank you in advance for following these guidelines, and let us know if you have any questions or suggestions.