

Conference Room Procedures

Room Capacity

The room capacity is 40 people.

Scheduling

To schedule an event or meeting in the conference room, Email: SBS-GWS@email.arizona.edu.

Getting Access to the conference room

See Main Reception Desk – Room 103, for a key to the conference room. (Ask Administrative Assistant Room 103B, if work-study students are not on duty, then Business Manager - Room 201A or Academic Program Coordinator – Room 101)

Reset

Immediately following your event or meeting PLEASE reset the room to the standard setup as shown in pictures. (Rows of chairs in the front, and in the back of the room the two huge conference room tables should be pushed together with the swivel chairs around the tables – see picture for more detail)



Return

Immediately following your clean-up of the conference room, you will need to return any and all borrowed materials back to where you got them from.

- Laptops (Administrative Assistant – Room 103B)
- Projector (Business Manager – Room 201A)
- Table Cloths (Lounge 101C)
- Dolly (Work Room next to 101D)
- Conference Room KEY (Main Reception Desk – Room 103)