

Conference Room (5202) Reservation Policy

This is the policy of the booking procedure for the conference room, 5202 GBSF, and is effective immediately.

MMI faculty and staff have first priority for all room reservations. Reservations will be approved immediately for MMI faculty and staff. All other reservations will be approved within 72 hours of request.

The priority of reservations will be in this order:

MMI faculty and staff

Nature of event (special projects)

Date the reservations was requested

Reservations can be made by the MMI faculty and staff as far in advance as desired for individual and monthly meetings. Bookings for individual meetings by non-MMI faculty and staff will be considered up to one month in advance of the meeting.

Regular (weekly and biweekly) block bookings can be reserved on a monthly basis with MMI regular meetings given first priority. Block bookings that interfere with other requests by MMI faculty made closer to the date of the meeting, particularly individual all-day meetings, may be asked to move to another time slot or room.

Please note that all MMI events will take priority over other events, and although we will try to honor approved bookings, we reserve the right to cancel other approved bookings for all MMI events.

5202 can accommodate approximately 15 people. This room has an active NAM that can be used to access the network and active NAMs for a telephone. It has a screen for a projector.

Please be sure that rooms are left the way you found them (i.e., if you have food in there, please throw away all garbage, wipe down tables before you leave, place chairs back, etc.).

Note that classes are not to be scheduled in this room. This room is to be reserved for special seminars, presentations, administrative meetings and lab meetings.

Reservations are to be made online. Room approvers are Karryn Doyle, Maya Haynes and Kathryn Blaisdell.