

# Guidelines for the Engineering Undergraduate Conference Room

## Purpose

The Office of Undergraduate Studies is charged with controlling and monitoring the new Engineering Undergraduate Conference Room, which was designed to support College of Engineering (COE) undergraduate student activities. The room is intended to be used as a place for holding tutorial sessions, COE student organization meetings (for groups registered with the Office of Student Life), academic workshops, and one-time instructional events, such as design presentations. The room can be used for other student or academic related gatherings, such as dissertation defenses and qualifying exams, but is restricted to just academic units within the College.

The room is not available for regularly scheduled classes, nor is it open to non-academic units on campus or community groups.

## Description

The Engineering Undergraduate Conference Room is a seminar-type room located in temporary building 698. It seats 25 people, with tables arranged in rows facing large dry-erase boards. There is a projection screen at the front of the room and an internet connection. There are four computer workstations in the back of the room.

## Usage Policies

Reservations for this room will be accepted on a first come, first served basis. Suitability of a particular event for the room shall be subject to the approval of the Associate Dean for Undergraduate Studies.

- The event must meet the criteria as described in the purpose of the room's usage.
- Preparation and serving of food is not permitted in the room. Food is permitted on the outside deck of Trailer 698. Any trash generated from an event must be disposed of in receptacles outside of the conference room.
- Reservations for the rooms are obtained by filling out the Room Request form found at: [http://www.engr.ucsb.edu/current\\_undergraduates/study\\_room/](http://www.engr.ucsb.edu/current_undergraduates/study_room/). You may call 893-2809 if you need assistance or have question regarding your room request.
- It is the responsibility of users to restore the room to its original condition, including rearranging any furniture that was moved. Windows must be closed, doors locked, and keys returned at the conclusion of each event.
- If you need to cancel a reservation, you must notify us 24 hours prior to your event.
- Failure to comply with the usage policies will result in immediate loss of usage privileges.

## Availability

A calendar, maintained by the Office of Undergraduate Studies, will be used to monitor the room's usage and to schedule future events. Meetings will be scheduled up to 3 months in advance, or at longer periods with the Associate Dean's approval.

