This notice is to reaffirm the ERB conference room policies implemented
Monday, November 9, 1998 by the Dean’s Office
Updated: June 28, 2004

ERB Conference Room Coordinators: EP Staff (Diane Francis, Pat Arnold and Rose Birzer) for room 414 ERB; Katherine Wegner, CPTC, for room 514 ERB. Room 1307 ERB also has new guidelines and can be found at the Website: http://admin.engr.wisc.edu/templates/1307ERB_Request.cfm
Additional conference room coordinators: Diane Randall, Debbie Schiess, Nancy Hansen, and Catherine Knuteson.

ERB Room Reservations/Guidelines:

1. Reservations are made through your Conference Room Coordinator (please ask your department staff who this person is), using WisCal software. Include your full name and telephone number. If there is a conflict with a room reservation, contact the person directly with whom there is a conflict. Do not ask the Conference Room Coordinator to do it for you.

2. 414 and 514 can be reserved on a regular on-going basis, for only one semester at a time Reservations can be made starting August 1 for fall semester, January 1 for spring semester and May 1 for summer semester. THIS ONE SEMESTER RULE WILL BE STRICTLY ENFORCED.

3. Reservations are limited to three (3) hours per week per research group so others have access to these rooms.

4. Reservations made for one-time events are limited to one reservation per professor or research group at any given time.

5. If you cancel your meetings, make sure you ask your Conference Room Coordinator to cancel the reservation. Otherwise, someone else may be unnecessarily inconvenienced.

Use of Conference Rooms 414 and 514 ERB:

1. Conference Rooms 414 and 514 will be unlocked each workday morning and locked at the end of the working day.

2. If a room is reserved before or after regular work hours, please make arrangements to pick up the key/return the key with the Conference Room Monitor.

3. Vacate the room promptly when the reservation ends; otherwise, you are imposing on the next group with a reservation for the room.

4. Leave the room clean and orderly. Put all trash next to the door for the custodians to remove. If the floor needs vacuuming, place a note to that effect on the outside of the door. Caterers do not clean up the room after your event unless you arrange and pay for that to be done.

5. With the exception of classes taught by Prof. Hershkowitz, UW policy states that conference rooms are not to be used for classes.

6. Inform your group as to the time and location of the meeting. Do not expect EP or CPTC personnel to have information about your meeting.

7. Audio/Visual Department personnel are responsible for maintaining audio/visual equipment (3-3163) in the conference room. However, it is your responsibility to inform them when the equipment is not working properly.

If you have any questions regarding these policies, feel free to contact Gerald Kulcinski, kulcinski@engr.wisc.edu, with questions. Thank you.