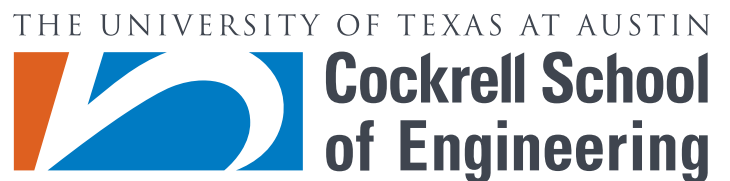


ECJ 10th Floor Conference Rooms

Policies and Procedures

Effective Date - August 26, 2009



The ECJ 10th Floor Conference Rooms are a premier location for meetings and events sponsored by the Cockrell School dean's office, faculty, staff, and student organizations, and they are an attractive venue for hosting visitors to The University of Texas. These policies and procedures have been developed to make the most effective use of the meeting rooms while providing flexibility to meet the priority needs of the dean's office with the substantial demand by other users in the Cockrell School. The Conference Rooms are for one-time meetings or at most monthly meetings. Weekly seminars, classes, or other regularly scheduled events should be held in departmental or university conference or classroom space.

The Conference Rooms are utilized heavily with a large number of visitors during the course of the year. The state of the facilities reflects upon the dean and the Cockrell School of Engineering. Please do your part to ensure that the dean and the School are represented in a professional manner at all times. To that end, the individual requesting a reservation to use any of the conference rooms is responsible for complying with the following policies and procedures. Failure to carry out the policies may result in future reservation requests being denied.

Dean's Office Point of Contact

Please contact Aaron Treptow at (512) 471-1166 or aaron.treptow@mail.utexas.edu with any questions or concerns you may have regarding reservations or use of the ECJ 10th Floor conference rooms. Report any problems, such as spills, broken furniture, loss of property, or other issues to him as soon as they occur.

Conference Room Capacities

Each room has a maximum seating capacity based upon fire codes. Do not plan for a larger event than maximum seating capacity will allow.

Engineering Foundation Room (large conference room) - ECJ 10.206

- 18 chairs around table
- 23 chairs along walls
- 41 total capacity

Distinguished Graduates Room (small conference room) - ECJ 10.302

- 10 chairs around table
- 12 chairs along walls
- 22 total capacity

Faculty Lounge - ECJ 10.352

- 10 chairs around table
- 09 can be seated on sofa and lounge chairs
- 19 total capacity

Room Availability

- Weekdays: Monday – Friday 8:00 a.m. to 5:00 p.m., unless other arrangements have been made with the Dean's Office. Unofficial events (e.g., luncheons, parties, receptions, etc.) may be reserved during the lunch hour only if the room is not needed for an official UT function. If an official UT function arises, your event must be moved to another location.
- Weekends/Holidays: Because the 10th floor is a secure floor, weekend activities are not permitted except as approved by the dean.
- Recurring Events and Classes: To maintain flexibility for all users and the priority needs of the dean's office, conference rooms are not to be used as classrooms for ongoing, scheduled UT Austin courses or for recurring scheduled weekly events throughout the semester(s).
- Prioritization of Events: If the dean requires use of the conference room(s) and an event is scheduled, every attempt will be made by the dean's staff to amicably relocate a previously-scheduled event.

Scheduling Conference Rooms

The preferred method for scheduling is via Outlook using the following “addresses” in the Global Address List as the “To:” recipient:

- ECJ 10th Floor – Large Conf
- ECJ 10th Floor – Lounge
- ECJ 10th Floor – Small Conf

If a scheduler does not use Outlook, please use the online Reservation Request Form at:

<http://www.engr.utexas.edu/staff/confroom>

Reservation Time(s)

- Fifteen minutes of preparation time before the event and 15 minutes of clean up time at the conclusion of the event will automatically be added as appropriate to all approved reservation requests.
- If an event involves food, decorations, etc. and requires more prep and/or clean up time, this information should be included in the request.
- Student Organizations reserving the conference room require a faculty/staff sponsor approval. The sponsor must email aaron.treptow@mail.utexas.edu with consent before the reservation can be approved by the dean’s staff.

Conference Room Courtesy

- If another group is using the room during your allotted time, please inform Aaron Treptow in ECJ 10.310.
- Please be respectful and courteous to other meetings taking place in adjacent conference rooms; the walls are not solid and sound travels easily.

Cancellations and Re-scheduling

Cancellations and modifications to scheduled events must be done in a timely manner (i.e., at least 24 hours in advance). Please notify the Dean’s Office at 471-1166 as soon as possible if you need to reschedule an event or cancel a reservation. Repeated failure to do so may result in denial of future conference room usage requests.

Event Organizer’s Responsibilities

- **Clean-up:** All tables, chairs, and credenzas must be cleaned after each event if serving food and drinks. The event organizer is responsible for cleaning all spills or stains. Cleaning supplies are provided in each of the conference rooms. Use only the Windex provided to clean the tables in the Large Conference Room. Surfaces should be dried to prevent streaks.
- **Conference Room Configuration:** If required, the tables in the large conference room can be rearranged. To do this, however, a service request must be submitted to ITG at <http://www.engr.utexas.edu/computing/> or by e-mailing the service desk at least 48 hours in advance of the event to disconnect built-in wiring for laptop network service. To accommodate this extra activity, when scheduling your event, you must include 30 minutes at the beginning and at the end of your event to re-configure the room. Tables must be un-ganged to move them. Do not attempt to move tables as large, connected units!
- **Consumables:** The event organizer is responsible for providing all consumables (e.g., coffee, filters, condiments, etc.) for the event. Coffee pots should be completely cleaned and dried, filters thrown away, and coffee makers powered off and cleaned after use. Do not unplug the coffee makers!



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- **Damage:** In order to reserve a conference room, an account number must be provided with the request. This account will only be charged in the event of substantial damage (e.g., carpet cleaning charges, broken chairs, etc.), theft, or loss of property resulting from use of the conference rooms. Event organizers will be notified prior to any charge.
 - **Deliveries & Greeting Event Guests:** The event organizer or his/her representative must meet caterers and guests who are directed to the 10th floor. The dean's staff on the 10th floor cannot sign for food deliveries, make payments to vendors, or entertain visitors.
 - **Elevator Keys:** Because the 10th floor of ECJ is a secure floor, a key is required to unlock the elevators to rise to the 10th floor. If you have an approved event outside of working hours (i.e., 8 a.m. – 5 p.m., Monday – Friday), you must obtain an elevator key the day prior to your event. Please inform your event attendees of this fact, and ensure that all elevators are unlocked before attendees arrive. If your event concludes outside of working hours, it is the event coordinator's responsibility to lock the elevators before leaving the building.
 - **Furniture:** Please ensure that guests do not put their feet on the tables, credenzas, or chairs, or sit on furniture other than chairs. Upon event conclusion, all chairs, tables, and equipment must be returned to their original locations. Ensure the seats and arms of the high-back chairs are lowered to the lowest possible position so they slide under the conference room tables. The chair arms are adjusted by gently pulling them as high as they will go then letting them drop until they fall to the lowest position.
 - **Kitchen:** As a courtesy, the kitchen will be made available to caterers, such as for running water, if the dean's office staff is notified in advance. The refrigerator is not included in conference room reservations and should not be used. Food, condiments, paper- and plastic ware, etc. should not be left in the kitchen upon the event's conclusion without prior approval.
 - **Non-UT Austin Attendees:** If an event will have non-UT Austin attendees who require Wi-Fi access available in the conference rooms, event coordinators must contact ITG at service.desk@enr.utexas.edu or (512) 472-2486 at least three business days prior to the event. Coordinators must provide contact information, including a valid e-mail address, for each individual requiring a guest account. Providing an individual's business card is preferred.
 - **Sliding Doors:** If an event requires the reservation of more than one room and the opening and closing of the separating sliding doors to provide a larger meeting space, please include that information in your request. Do not attempt to open or close the doors without prior approval.
 - **Temperature of Food/Beverage Items:** Hot and cold/condensing items can destroy wood and laminate surfaces. Thus, hot food or serving dishes must not be placed directly on the tables. Non-catered hot food requires protective hot pads. Wet/condensing items must be in a container to prevent moisture from damaging the table tops. Coasters should be placed under all beverages.

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- **Trash:** If used, conference room trash cans must be emptied after each event. Used trash bags must be taken to the dumpsters in Parking Lot F25 directly behind the building. Do not leave trash from the conference rooms in the kitchen or any other location on the 10th floor. Extra trash bags are stored in the bottom of the trash bins in each conference room; please set up the cans the way you found them for the next event.

Any problems encountered or damage to equipment or furniture should be reported immediately to the dean's staff in ECJ 10.310.

Equipment Available for Use

- **Projection Screens:**
 - o The Engineering Foundation Room (large conference room) and the Distinguished Graduates Room (small conference room) contain data projectors and drop-down projection screens.
 - o The Distinguished Graduates Room (small conference room) is equipped with a projection system, but no computer. You must bring your own laptop. Remote and connection cables are stored in the West wall's built-in box near the windows.
- **Data & Power:** The large conference room tables have built in data and power connections.
- **Dry Erase/Flip Chart Easel:** These may be requested by contacting the dean's staff in ECJ 10.310 or by calling 471-1166.
- **E-podium:** The Engineering Foundation Room is equipped with an e-podium. The podium key must be obtained from the Dean's Office in ECJ 10.310. If you require the e-podium before working hours, you must obtain the e-podium key the day prior to the event. The key must be returned upon conclusion of the event.

- **Telephone Conferencing Equipment:** Equipment must be reserved three (3) business days prior to the event from the dean's office. The unit can be used in all of the 10th Floor Conference Rooms. The wireless box is plugged into a telephone jack in the 10th floor lobby located on the East wall. [A telephone is located on the table near the phone jack.] Please call Aaron Treptow at 471-1166 for more information regarding equipment and visit <http://www.utexas.edu/its/teleconferences> for instructions regarding UT Austin conference call service options.

Questions about the podium, projectors, and/or laptop connections should be directed to the ITG Service Desk at 232-2486. Contact ITG to make an appointment to train to use these systems. All training must be scheduled on the conference room calendar(s) like any other event.

