

HOW TO BOOK A MEETING ROOM

EEB St. George Campus

You will be expected to check the **room availability calendar** (<http://book.eeb.utoronto.ca>) to ensure the space is free before submitting a request. Staff are not available to check for meeting room availability especially at the Reception Desk.

1. Review the online room reservation schedule to see if your meeting room is available (<http://book.eeb.utoronto.ca>).
2. Please email meeting details to:
(i.e. your name, reason for booking, event name, dates/times)
 - **Undergraduate** related room bookings (i.e. courses, student groups, events), please email: Amy Huynh undergrad.eeb@utoronto.ca.
 - **Graduate** related room bookings (appraisals, defences, committee meetings, workshops) please email: Fazia Khan grad.eeb@utoronto.ca.
 - **EEB Research Related** room booking requests (lab meetings, research meetings, lab workshops, etc.), please email eeb.reception@utoronto.ca .
 - **All Cell and Systems Biology** room booking requests, please email eeb.reception@utoronto.ca .
 - **All other room bookings**, please email eeb.reception@utoronto.ca .
3. Your reservation will be made within 24 hours and a confirmation email will be sent to you.
4. For questions or to provide feedback, please contact at eeb.reception@utoronto.ca .

HOUSEKEEPING RULES

All bookings must adhere to the housekeeping expectations below:

1. Do not move any furniture in or out of the meeting spaces.
2. No liquor allowed in any of the meeting spaces.
3. Please be mindful of your booking start and end times so the next meeting can start on time.
4. Ensure the room configuration is returned to its original set up.
5. Food and garbage must be gathered up and disposed of in the proper garbage containers OUTSIDE of the room.
6. Please wipe down table tops with water and clean up any spills
7. Only white board markers are allowed on white boards; please erase the board after use.
8. Turn off audio visual equipment and lights.
9. Please report any room damage as soon as possible to the EEB Reception desk eeb.reception@utoronto.ca .