

EEB Room Booking Guidelines

OVERVIEW







In the past year, EEB Meeting space has been heavily booked by a variety of users including Faculty, staff and students in the departments of EEB and CSB. In order to better manage the many requests for meeting room and departmental teaching room spaces, we need everyone to understand the booking policies, how to book a meeting room and housekeeping rules so everyone can enjoy these spaces.

Please direct your booking request to:

- **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.

MEETING ROOM INFORMATION

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.

<u>Meeting Room</u>	<u>Capacity</u>	<u>Audio Visual</u>	<u>Seating Type</u>	<u>Room Photo</u>
ES 1014	15	Yes	Conference <i>Additional chairs in room</i>	
ES 3043	30	Yes	Conference <i>Additional chairs in room</i>	
ES 3056	15	Yes	Round Table <i>Additional chairs in room</i>	
ES 3087 Seminar Room	30	Yes	Classroom Tables	
ES 3088 Teaching Lab	30	Yes	Lab Benches <i>No Food or Drink</i>	
ES 4076 Teaching Lab	30	No	Lab Benches <i>No Food or Drink</i>	

Note: A/V = ceiling projector / screen

Normally, the meeting rooms are available to book between the hours of 9am and 5pm Monday through Friday. After hours use may be granted on an exception basis by the EEB CAO.