

Note: Allow at least 30 minutes between the close of one conference and the start of the next in the same conference room. If Getronics is furnishing the same operator for the conference in the morning and for another conference in the afternoon, allow 60 minute interval for lunch break.

Conference Room Schedule

Questions to ask when scheduling:

Conference rooms P110, P106, Room 815, and Morris Auditorium

- (1) Date of conference (3) Requester's name (5) Subject of Presentation (7) Opr or Mach requested
 (2) Time of conference (4) Organization and Tel. No. (6) What kind of visuals to be used

Date:		Day of Week:			
Time	P-110 (Capacity 110) 10th Floor, Building 4200	P-106 (Capacity 42) 10th Floor, Building 4200	Room 815 (Capacity 42) 8th Floor, Building 4200	Morris Auditorium (Capacity 388) 1st Floor, Building 4200	
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LUNCH BREAK WITHIN
THIS GENERAL TIME SPAN