Cell & Developmental Biology Department Conference Room - Ward 11-247

Ward 11-247 Conference Room located at 303 E Chicago Street, Chicago, IL 60611 is managed by the Cell & Developmental Biology Department. This is primarily a conference room used for departmental meetings and trainee department events (meetings with Speakers).

Reservations

- For reservations, send an email with the subject line Ward 11-247 Reservation Request to cdb@northwestern.edu and include the details listed below. One-week advance notice is required for reserving the space.* Recurring reservation requests will require you or a designated member in your lab to attend FSM IT A/V Training.
  - Nature of event/event name (i.e., lab meeting, interview, collaboration meeting):
  - Event contact name:
  - Event contact phone number:
  - Event contact email address:
  - Lab PI (if applicable):
  - Date(s):
  - Start Time (inclusive of setup):
  - End Time (include of takedown):
  - Will food be served (yes/no):
  - Chart String:
  - Have you or a member from your lab attended A/V Training?

- As per Feinberg policy, you accept responsibility for any damage caused to the room during your reservation by reserving and using the conference room.
- *If you would like to avoid the 1-week advance notice, please refer to your laboratory’s designated scheduler(s). Designated schedulers have completed NU FSM IT A/V Training and will be able to assist you in setting up the monitor, cameras, and speakers if needed. Following training, schedulers will be given rights to book the room directly for one-time or recurring use via google calendar.

Food

Food and beverages are permitted in the conference room given the collaborative nature of the space. To preserve this food policy and keep the space tidy for all, all groups should observe the following parameters:

- **Food and drinks must be removed and disposed of correctly after each meeting.**
- Clean up after yourself and your group
- Report any urgent non-life-threatening facility problems to Chicago Campus Facilities at (312) 503-8000

Furniture

- All furniture must remain in the conference room.
- The room’s chairs may be moved according to the needs of your meeting but must be returned to the position in which you found them upon entering the room.

Exiting the Conference Room

- Power down the computer, turn off the monitor, and turn out the room’s lights after your meeting.
- Wipe down the whiteboard.
- Remove any signs or materials you brought into the room, and ensure all propped doors are closed. The doorknob may remain unlocked.

AV Support

- For technical assistance in preparation for your event, please get in touch with the Smart Classroom Helpdesk at smartcls@listserv.it.northwestern.edu
- For immediate assistance call (312) 503-5722

Questions regarding the space may directed to cdb@northwestern.edu.