

Frequently Asked Questions (FAQs)

Who can reserve IEN Managed Conference Rooms?

Only GT faculty and staff can reserve IEN conference rooms for official GT business activities. Student or Student organizations require a responsible GT Faculty or GT Staff host to reserve IEN managed conference rooms.

What are the costs for usage or services?

IEN managed conference space is available for reservations at no cost, for official GT events during normal IEN buildings operating hours; Monday through Friday, 7:00 am – 5:00 pm. IEN conference facilities may be contracted for GT events held after-hours or on weekends on an exception basis using the [After Hours/Weekend IEN Conference Room Reservation Agreement Form](#), service fees apply, please refer to service fees section for appropriate costs.*

Members of the Georgia Tech community may be subject to facility set-up or service fees if event requires changes to standard room set-ups or other services are required at time of reservation. Invoices for services are generally sent after the event and are payable by cashier's check, money order, or PeopleSoft number and Doc Id (internal use). (No personal checks or credit card payments accepted).

***For Events held after-hours or on Weekends:** a valid GT PeopleSoft number must be provided along the signed contract at the time of reservation. If a valid GT account number is not available in cases such as use by a student organization, a refundable cash or check deposit of \$250.00 (made payable to Georgia Institute of Technology) is required.

***Service Fees:**

- IEN Attendant >> \$40.00 per hour (Optional - Limited Availability)
- Facilities Set-up/Reset >> \$40.00 per hour (Optional - Limited Availability)
- Custodial >> \$32.87 per hour (Mandatory on Weekends)
- Security >> \$40.00 per hour (Optional)

(Contact the G.T. Police Department via email <archie.hill@police.gatech.edu> for more information)

*All service fees require **four-hour minimum charge** and are subject to change.

Damage Due to Neglect or Misuse: Users will be billed for any damage to the facilities due to neglect or misuse.

When are IEN conference rooms available for reservations?

Monday through Friday, 7:00 am – 10:00 pm. For weekends, requests will be addressed on an exception basis. (**GT events held on Monday through Friday after 5:00 pm or on weekends are subject to service fees; please refer to service fees section for appropriate costs**).

How do you make a reservation?

Go to the website <https://gtevents.gatech.edu/> for Georgia Tech Events Reservation System and follow the instructions. For any questions or visitation inquiry, please contact IEN Conference Room Services by email: <events@ien.gatech.edu> or **Phone: 404-385-0276/404-894-5100**.

Where are IEN buildings located?

The address for the Marcus Nanotechnology Building is as follows:

345 Ferst Drive, NW
Atlanta, GA 30332

The address for the Pettit Microelectronics Building is as follows:

791 Atlantic Drive
Atlanta, GA 30332

What room set-up options do you have?

Room 1116 can seat between 24 and 35 at the tables. Additional side chairs can be added. Six-foot tables are also provided in each room for food set-up, etc. Additional needs must be met by the organizer (i.e., easels, pads, extension cords, markers etc.).

Room 1117 or 1118 can each seat approximately 40 in lecture style. Combined, the room can accommodate up to 90-lecture style (80 persons at tables with the remaining chairs in the rear and a long side walls) and 120-auditorium style.

Rooms 1116, 1117 and 1118 combined together can accommodate up to 98-lecture style and 165-auditorium style. The building provides only 165 chairs for all rooms combined.

The atrium is an open space that accommodates approximately 150-banquet, 100-auditorium or up to 200-reception (standing) style.

What A/V resources available and which do you have to provide?

The Marcus Nanotechnology Building Conference Rooms have standard projectors and screens installed. There are wireless microphones and slide presenters/pointers provided for each side of the room. Arranging for other specialty A/V needs or functions, such as webcasting, podcasting, live streaming video, etc., is the responsibility of the organizer. Extraneous items such as power/extension cords, easels, markers and pads, faxing or copying services, etc. are not provided.

The Pettit Microelectronics Building Conference Rooms have only projector screens installed. The Atrium is not equipped with any A/V equipment.

OIT support services are available Monday through Friday from 7:00 am to 8:00 pm. AV system support teams are not available on weekends. Complete AV equipment checks for the Marcus building conference rooms may be performed by OIT upon request on the Friday prior to a weekend event if the requested space is not in use. Contact OIT via email <support@oit.gatech.edu> in advance for this service.

All IEN buildings are wireless. Non Georgia Tech users must arrange for Internet access by purchasing [FASTPASS](#) access online. GT users may sponsor guests at [passport.gatech.edu](#).

What are the general use policies?

- Tables and furniture are NOT to be moved without prior approval from IEN, arrangements approval can be obtained during your initial walk through of the event site.
- Leave the room in same condition received. *Rm1116 / U-shape and Rms1117-1118 / classroom style.*
- Unauthorized changes to standard room set-up could result in assessment of fees, if not returned to room standard layout.
- Do not remove furniture from room.

- Turn off all electronic equipment.
- Notify Rasha Shawky, IEN Conference Room Services about damages and/or malfunctions via email at events@ien.gatech.edu or by Phone: 404-385-0276/404-894-5100.
- Be timely and respectful of other's time.
- There is a 30-minute window block on either side of events for set-up, breakdown, vacating the space etc.
- IEN staff members are not available to assist in food service, customized layouts or post-use clean up. Support services are to be provided by the using entity. IEN will provide these services on a fee basis if needed.

Are there any cancellation fees?

If the event is cancelled within 48 hours prior notice, there are no fees. If less than 24-hour notice is provided and room set-up has occurred, or other service fees have been billed to IEN, these fees may be assessed.

Is there a policy on serving alcohol at events?

If alcohol is served, (beer & wine only - spirits are prohibited) prior approval must be obtained from the appropriate University officials. It is the responsibility of the organizer to complete the [Alcohol Request Form](#) and submit for approval prior to the event. Allow at least three (3) weeks for processing. A copy of the approved request form is to be presented to IEN Conference Services coordinator prior to the use of the facility.

What furniture is available, or do you have to order it?

Standard items such as tables and chairs are provided; seating in conference rooms 1116, 1117 and 1118 combined is 165 (lecture/auditorium) style. There is no furniture provided in the Atrium (tables and chairs must be provided by the requester).

Is there phone service available?

All conference spaces (except the Atrium) are equipped with local phone service. Please arrange in advance for this fee-based service.