

Conference Room Reservation & Usage Policies

IEN provides GT faculty, staff and students access to conference rooms in the Marcus Nanotechnology Building and the Pettit Microelectronics Building as indicated below. Student or Student organizations require a responsible GT Faculty or GT Staff host to reserve IEN managed conference rooms.

IEN conference facilities are available for reservations, at no cost, for official GT events during normal business hours. Additionally, they may be contracted for GT events held after-hours or on weekends using the IEN [After Hours/Weekend Conference Room Reservation Agreement Form](#).

Marcus Nanotechnology Building 345 Ferst Drive, NW Atlanta, GA 30332-1000			Pettit Microelectronics Building 791 Atlantic Drive, NW Atlanta, GA 30332-0269			
Room #	Capacity/Layout		Technology Available	Room #	Capacity/Layout	Technology Available
	Lecture/Classroom	Auditorium			Lecture/Classroom	
1116	24	35	Fully Equipped	102 A	40	Projector Screens
1117	40	60		102 B	30	
1118	40	60				
1117/1118	90	120				
All	98	165				
Atrium	Banquet(Round Tables)			102 A&B	70	
	150					

Seating capacity is based upon furnishings available and layout

- 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 along side walls) and 120-auditorium style.
- Rooms 1116, 1117 and 1118 combined 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. The Atrium is not equipped with any A/V equipment.

Available Resources

- The Marcus Nanotechnology Building Conference Rooms have standard projectors and screens installed. There are wireless microphones and slide presenters/pointers provided for each 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.
- 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 Nanotechnology 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.
- All conference spaces (except the Atrium) are equipped with local phone service. Please arrange in advance for this fee based service.

General Use Policies

Operating Hours: 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 IEN [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).

Conflict of Use Priority: Although it rarely happens, IEN reserves the right to override existing room reservations should this become necessary for events deemed to be significant in the global interest of Georgia Tech. On the rare occasion that such a conflict might arise, the IEN staff will work with the requestor to arrange alternative spaces on campus whenever possible.

Student or Student Organization Use: requires a responsible GT Faculty or GT Staff Host.

Event Supervision: A designated responsible individual must be identified, and onsite during the event for each reservation. This person will be the point of contact interface for IEN, and listed in the reservation contact.

General Rules:

- 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.

Available Furniture: 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).

Signs, Banners and other Display Decorations: Signs, banners and other taped or pinned decorations are not to be affixed to the walls, floors or ceilings of IEN conference room space or exterior walls. Easels (not provided) must be used to display any signage.

Catering: Catering of events in IEN conference space is permitted only in accordance with the Georgia Tech Catering Policy. The policies for Georgia Tech catering can be found at: <http://www.policylibrary.gatech.edu/business-finance/procurement-group-meals-employees-students-and-official-visitors>

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.

***For Events held after-hours or on Weekends:** a valid GT PeopleSoft number must be provided along with 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.

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 are billed to IEN, these fees may be assessed.

Damage Due to Neglect or Misuse: If any damages due to neglect or misuse are found, the entity using the space will be held responsible for the repair costs. These costs include, but are not limited to costs for any furniture, building, or

AV/PC equipment damaged and/or lost, including computer equipment damaged due to corruption from an uploaded or downloaded file or program. The actual charges for correction will be placed on your account, withheld from the refundable deposit, or invoiced as necessary to cover costs incurred due to misuse.

Parking: Event organizers are responsible for parking arrangements. Visitor Parking Lot 4, pay-by-the-hour, is directly across the street from the Marcus Nanotechnology Building at the intersection of State Street and Ferst Drive. Directions are available on the GT parking website at: <http://pts.gatech.edu/park/Pages/default.aspx>. Parking for golf carts and other non-traditional vehicles is prohibited on main entrance paths, on or near utility access panels, bike racks or bollards and must be greater than 20' from any building entrance.