CAHILL Meeting Rooms & Policy

- Auditorium (called "Hameetman") seating: 147
- room 126 (COO) seating: 14 14 = (10 around table) 10 task chairs/4 black plastic
- room 204 (SRL) seating: 14 14 = (10 around table) 10 task chairs/4 black cushions
- room 211 (Radio/MM and back-up classroom) seating: 10 16 = (12 around table) 12 task chairs/4 black plastic
- room 219 (primary class room, formal seating) seating: 16 (16 classroom style) 18 task chairs/5 black plastic/8 blue cushion/metal (32 non-classroom)
- room 273 (Space Astrophysics) seating: 10 14 = (10 around table) 9 task chairs/4 grey plastic
- room 304 (SUBMM, formal classroom seating) no doors seating: 20 20 = (14 around table) 12 task chairs/4 black plastic
- room 312 seating: 18 18 = (18 around table) 16 task chairs
- room 319 (TAPIR) Lounge informal seating 6 black plastic/2 large black leather/4 grey cushion
- room 370 (Formal Boardroom) seating: 28 28 = (20 around table) 18 task chairs/9 black cushion

POLICY

Cahill conference rooms are to be used solely by Cahill occupants and their invited guests.

Proposed scheduling authorities: 126 - COO
204 - SRL
211 - Radio/MM
219 - Ay E.O.
273 - SAL
304 - ObsCos
312 - TAPIR
319 - TAPIR
370 - Ay E.O.

126 COO group meetings, informal building meetings. Videoconferencing available.

219 Priority users: Astronomy classes other than Ay 1. Videoconferencing available.

211 Designated as the backup classroom in case of class scheduling conflict in 219.

204, 211, 273, 312 Confidential meetings (e.g. Faculty meetings, admissions committees, search committees, etc.) There are 25 professorial faculty members in the building. It is suggested that two of these rooms (e.g. 211 (small) and 312 (large)) have such meetings as priority usage. Videoconferencing available in 312.

Room 304 (no doors) non-confidential meetings.

Room 319 TAPIR lounge -- informal discussions.

Room 370 Boardroom -- Priority users: Internal observatory or large collaboration meetings, generally involving guests from other institutions. Videoconferencing available.