

CAHILL Meeting Rooms & Policy

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|---|------------------|---|
| - Hameetman Auditorium | seating: 147 | auditorium style seating, recording capability |
| - 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 classrm style) 18 task chrs/5 black plastic/8 blue cushion/metal (32 non-classrm) |
| - room 273 (Space Astrophysics) | seating: 10 | 14 = (10 around table) 9 task chairs/4 grey plastic |
| - room 304 (ObsCos/SUBMM) | 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) Interaction Room | informal seating | 6 black plastic/2 large grey leather/4 grey cushion/2 grey sofas (lounge-style seating) |
| - 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 - Division
- 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 37 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.

304 Priority users: ObsCos. Used as SURF space M-F, 8a-5p, during SURF dates (10 weeks, mid-June-late August).

319 TAPIR Interaction Room -- informal discussions. Priority users – TAPIR group. No non-TAPIR recurring meetings booked.

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

ZOOM Stations available: 304, 312, 370