

CDB Conference Room Guidelines

Updated February 2007

Priority

Absolute top priority:

- CDB Classes & Core Events – these have top priority and may ‘bump’ anyone from any of the conference rooms at any time. (examples: WIPS, CBIO 310)
- Program in Developmental Biology Core Events
 - ~Monthly Developmental Biology Research Club (Wednesdays, 6pm in 3131 MRB III)
 - ~Weekly Developmental Biology Journal Club (Fridays, 4pm in 3131 MRB III)

Then, in the following order:

- CDB Primary Faculty – group meetings, seminars, etc.
- CDB Thesis Defense – it is customary to hold these in 3131 MRB III. As in past practice, flexibility is requested from everyone (except CDB classes & the 2 PDB events) when the thesis committee times are limited. Every effort will be made to find a time that does not conflict with previously scheduled group meetings, etc.
- All others – this includes all non-CDB classes & seminars and group meetings of non-CDB faculty. Non-CDB events may be asked to move if the room is needed for departmental meetings, etc.

Open Enrollment

At least once per year (likely in the summer) there will be an open enrollment period.

As noted above, CDB classes and the 2 PDB events still have top priority and will be scheduled first (as far in advance as possible).

All slots currently held by CDB Primary faculty may be retained, but all non-departmental/non-program events will be removed from the calendar and must be rescheduled after the prioritized events are confirmed.

During this time, the Primary faculty will have 2 weeks to request new slots and/or confirm their current ones. After this 2-week period, all other faculty and departments will have the opportunity to book slots for a maximum of 1 year.

CDB Classes

All CDB classes will be booked with **15 minutes** of ‘padding’ before and after. This will allow time for room set-up and hopefully prevent conflicts when classes run a bit long.