

Bioengineering Conference Room Policies:

- No Food or Drink Allowed inside the Conference Rooms
 - Exceptions for special events require approval by the Department Chairman or MSO. If approved, an FSR to clean the room is required to reserve the room.
- Outside Departments (*Please note:*)
 - Maximum of 2 hours only
 - No bookings after 5pm
 - No recurring reservations permitted

5101 Engineering V Conference Room

- Room Capacity – 60
- Seminar Style Seating only
- First priority:
 - BE Faculty Recruitment Seminars
 - BE Faculty/Staff Meetings
- Second priority
 - BE/BME MS & PhD Exams
 - Faculty Committee Meetings
 - Group Meetings
 - Weekly Research Group Meetings w/Faculty or PI
 - Student Organizations
 - Other Department Meetings

5129 Engineering V Conference Room

- Room Capacity – 12
- Conference table / chairs
- Priorities:
 - BE Faculty/Staff Meetings
 - BE/BME MS & PhD Practice Talks only
 - Faculty Committee Meetings
 - Group Meetings
 - Weekly Meetings w/Faculty or PI
 - BE/BME Office Hours
 - Other Department Meetings

4101 Engineering V Conference Room

- Room Capacity – 25 to 30
- Classroom Style Seating only
- First priority:

- Lecture and Discussion Sections for BE with no classroom assignments (approval required by MSO)
- BE Faculty/Office Hours/Staff Meeting
- Second priority
 - BE/BME MS & PhD Exams
 - Faculty Committee Meetings
 - Group Meetings
 - Weekly Research Group Meetings w/Faculty or PI
 - Student Organizations
 - Other Department Meetings

4129 Engineering V Conference Room

- Room Capacity – 12
- Conference table / chairs
- Priorities:
 - BE Faculty/Staff Meetings
 - BE/BME MS & PhD Practice Talks only
 - Faculty Committee Meetings
 - Group Meetings
 - Weekly Meetings w/Faculty or PI
 - BE/BME Office Hours
 - Other Department Meetings

4125 Engineering V Conference Room

- Room Capacity - 6
- Priorities:
 - BE Faculty/Staff Meetings
 - Faculty Committee Meetings
 - Group Meetings
 - Weekly Meetings w/Faculty or PI
 - BE/BME Office Hours
 - Other Department Meetings

Once you have established meeting the aforementioned criteria, please contact Laurie Leyden at laurie@ea.ucla.edu to reserve the rooms.