

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.
- Changes to original room set-up in 5101 & 4101 Eng. V require an MSR to Lex
 - <http://www.matserv.ucla.edu/msrOrder.html>
 - Indicate changes needed day of event as well as request to have them return room to original set-up.
- Outside Departments (*Please note:*)
 - Maximum of 2 hours only
 - No bookings after 5pm
 - No recurring reservations permitted
- HOUSE CLEANING ITEMS: If you fail to do any of these items, your privilege to use the conference rooms will be revoked.
 - Make sure to clean the Dry Erase boards after use
 - Chairs are pushed in
 - Trash should be thrown away
 - Doors are locked before leaving
- No reservations after 5:00pm unless room is reserved by BE Faculty or BE Staff who will be present at the meeting and will be responsible for making sure the door is locked and room is clean.

5101 Engineering V Conference Room

- Room Capacity – 54
- 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 – 10
- 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 - 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 – 10
- 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 Stacey Tran at stacey@ea.ucla.edu to reserve the rooms.