



Atkinson Hall Reservations

Policies and Procedures

Atkinson Hall includes a 200-seat auditorium, 16 conference spaces, and many specialized research facilities, as well as, informal public spaces for impromptu gatherings. Conference and meeting rooms may be reserved by building occupants or affiliated campus departments for events and meetings, but may not be used for classes. Please see the enclosed "Calit2 Facilities Details" document for a list of available spaces, reservation procedures, room dimensions and capacities, and audiovisual (AV) capabilities.

SCHEDULING

- 1) Calit2 conference rooms (CR) may be scheduled via a Microsoft Outlook Exchange account or by sending the request to reservations@calit2.net, **except** those on the fifth floor and the NMA CR which must be requested via email (see specific instructions in numbers 2 and 3 below).
 - a. For building occupants who do not yet have an Outlook Exchange account and would like access to schedule meeting rooms, an account can be requested through the Office of Engineering Computing (OEC).
 - i) The following information will be requested in order to setup an account: Name, Index Number, Department, UCSD Email Address, UC Employee Number, Mail Code, and Campus Phone Number.
 - ii) Documentation and instructions for using Microsoft Outlook Exchange can be found here: https://soeadm.ucsd.edu/oec/help/jsoc_help/OutlookCalendar.html.
 - b. When reserving CRs via Outlook, be sure to include the following details when scheduling a resource:
 - i) Name of event / meeting in the "Subject" field.
 - ii) Contact name, phone number, email address, and any other notable details should be included in the notes field.
 - c. When reserving CRs via email, send your request to reservations@calit2.net with the following information:
 - i) Type and purpose of event.
 - ii) Date(s) and time(s) of event.
 - iii) Anticipated number of attendees.
 - iv) Contact name, department, phone number, and email address.
 - v) Other relevant details or requirements (e.g. AV, technical support, setup).
 - vi) Index number to recharge if applicable.
- 2) Approval for use of Calit2 specialized facilities and fifth floor conference rooms which are listed below must be requested via email to reservations@calit2.net (see email instructions above in 1c). *Specialized facilities will become subject to a recharge in the near future. This document will be updated to reflect the rates when they are in effect.*
 - a. Pre-Function Area (1500)
 - b. Main Auditorium (1511)
 - c. Multipurpose Room (1507)
 - d. Immersive Visualization Lab (CAVE) (1608A)
 - e. Terascale Facility (1608)
 - f. Small CR 5006
 - g. Large CR 5004
 - h. Director's Conference Room (5302)
 - i. 5th Floor Open Seminar Space (5400)
- 3) Approval for use of the NMA CR 1601 must be requested through Carolyn Staggs at cstaggs@ucsd.edu.

ROOM CONFIGURATION

- 4) The configuration of Calit2 rooms is flexible; however, it is the responsibility of the users to setup the conference rooms according to their needs and then return the rooms to their original configuration following the completion of the event.

- a. Boardroom Style – The conference rooms have a standard boardroom style configuration with a combination of chairs and tables.
 - b. Lecture style - To accommodate larger groups in a conference room, lecture style configuration is an option. If lecture style seating is desired, extra chairs must be reserved and an additional small conference room on the same floor must be reserved to temporarily store the tables that will need to be moved.
 - c. Extra Chairs – Extra chairs are available for reservation by submitting a request to reservations@calit2.net. Meeting organizers will be required to setup room configurations themselves, and to return all rooms to their original configurations. There are sets of 20 chairs available on floors 2, 3, 4, and 6. All chairs must be returned to their designated storage area following the completion of the event.
- 5) Calit2 does not provide additional equipment or other capabilities beyond those listed on the attached “Calit2 Facilities Details” document. For additional services please contact the appropriate campus department(s):
- a. UCSD Media Services: <http://mediacenter.ucsd.edu/>
 - b. UCSD Physical Plant Services / Facilities Management: <http://blink.ucsd.edu/Blink/External/Topics/Sponsor/0,1362,12997,00.html>
 - i) PPS Online Special Events and Equipment Request Form - <http://multnomah.ucsd.edu/FM/SpecialEvent/>
 - ii) PPS Equipment Price List - <http://multnomah.ucsd.edu/FM/SpecialEvent/Forms/PriceList.aspx>

AUDIOVISUAL SUPPORT

- 6) Please refer to the “Calit2 Facilities Details” document to determine the AV equipment which is available in each facility.
- 7) Technical support is available through the Office of Engineering Computing (OEC) via recharge. See <https://soeadm.ucsd.edu/oec/rechser.html> for services and rates. These requests can be submitted via email to: dehelp@soe.ucsd.edu.

BUILDING ACCESS

- 8) If you are a Calit2 building occupant, your UCSD Employee ID Card is the equivalent of a key for entrance into conference rooms. For specialized facilities and if you are not a Calit2 building occupant, you will need to make arrangements to get access to the room in advance of your meeting. Please submit access requests to reservations@calit2.net. Your request will be forwarded to the appropriate Calit2 personnel. We will issue you a visitor card, or you must provide us with your UCSD Employee ID number in order to program your Campus ID card.

POLICIES

- 9) Calit2 respectfully requests that meeting attendees keep noise to a reasonable level during meeting break times.
- 10) All general Calit2 building policies apply to the use of conference rooms and specialized facilities: http://www.calit2.net/about/buildings/ucsd/files/occupantPolicies_20050315.doc.
- 11) Please be advised that catering is not permitted in the Main Auditorium, Multipurpose Room, Immersive Visualization Lab (CAVE), or Terascale Facility. However, catering is allowed in the Pre-Function Foyer area for events held in these facilities. *Please note, food and drink are prohibited in the auditorium.*
- 12) Research alcoves are not available for reservation but are for the impromptu use of building occupants and accompanied guests. Calit2 respectfully requests that persons making use of these alcoves for casual meetings keep noise to a reasonable level.
- 13) This document along with the facilities details may be periodically updated. The current version will be posted at: http://www.calit2.net/about/buildings/ucsd/files/building_reservations.pdf.

Calit2 Facilities Details

Room	Name	Chairs	Tables	Contact	Dimensions (approx.)	AV Equipment
1500	Pre-Function Area			reservations@calit2.net	2138	
1511	Main Auditorium	200		reservations@calit2.net	2000	
1507	Multipurpose Room	100		reservations@calit2.net	48x38 (1824)	
1608A	Immersive Visualization Lab (CAVE)			reservations@calit2.net	30x30 (900)	
1608	Terascale Facility			reservations@calit2.net	822	
1309	General Conf Room (CR)	12	1	Calendar Account or reservations@calit2.net	12x21.5 (251)	Plasma Display / Whiteboard
1601	NMA CR			cstaggs@ucsd.edu	13x18T (247)	
2004	Smart CR	12	4	Calendar Account or reservations@calit2.net	19x21x22T (447)	Plasma Display
2006	General CR	12	4	Calendar Account or reservations@calit2.net	15x20x18T (364)	Plasma Display / Whiteboard
3004	General CR	16	6	Calendar Account or reservations@calit2.net	18x22x22T (430)	Plasma Displays (2) / VTC / Whiteboard
3006	General CR	12	4	Calendar Account or reservations@calit2.net	15x21x18 (347)	Plasma Display / Whiteboard
3010	Small CR	6	1	Calendar Account or reservations@calit2.net	14x12T (176)	Plasma Display / Whiteboard
4010	Small CR	6	1	Calendar Account or reservations@calit2.net	14x12T (176)	Plasma Display / Whiteboard
4004	Visualization CR	16	6	Calendar Account or reservations@calit2.net	19x20x22T (444)	Plasma Display
4006	Control Room			NA	19x20x22T (444)	High Definition Studio
5006	Small CR	16	1	reservations@calit2.net	14x12T (176)	Plasma Display / Whiteboard / Phone
5004	Large CR	20	6	reservations@calit2.net	18x25x22T (521)	Plasma Displays (2) / VTC / Phone / Whiteboard
5302	Director's Conference Room	25	8	NA	714	LCD Projector / Screen / Whiteboard
6004	Smart CR	16	6	Calendar Account or reservations@calit2.net	19x20x22T (447)	Plasma Displays (2) / VTC
6006	Medium Conf	12	4	Calendar Account or reservations@calit2.net	13x20x17 (332)	Plasma Display / Whiteboard
6010	Small CR	6	1	Calendar Account or reservations@calit2.net	14x12T (176)	Plasma Display / Whiteboard
NA	Extra Chairs (2nd floor)	20		Calendar Account or reservations@calit2.net		
NA	Extra Chairs (3rd floor)	20		Calendar Account or reservations@calit2.net		
NA	Extra Chairs (4th floor)	20		Calendar Account or reservations@calit2.net		
NA	Extra Chairs (5th floor)	60		Calendar Account or reservations@calit2.net		
NA	Extra Chairs (6th floor)	20		Calendar Account or reservations@calit2.net		
4102	Study Room			Calendar Account or reservations@calit2.net	11x13 (143)	
4104	Study Room			Calendar Account or reservations@calit2.net	11x13 (143)	
5400	Open Seminar Space 5th floor			reservations@calit2.net	54x20 (1080)	

Specialized Facilities

CRCA Space

Calit2 Directors' Staff