

# Michigan State University

## W.K. Kellogg Biological Station

### Internal Policy and Procedure Manual

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#### **Use of Faculty Conference Room (327 Academic Building)**

##### Purpose of the room

This space serves as the primary conference room for the KBS Faculty and is intended to accommodate meetings associated with academic functions related to KBS. Room 327 was renovated in Spring 2010 to support video-conferencing. The major source of funding for this renovation was a US DOE grant for the Great Lakes BioEnergy Research Center (GLBRC). A primary goal of adding video-conferencing capability to room 327 was to facilitate meetings for GLBRC personnel, as this room is linked to similarly equipped conference rooms on the MSU campus (PSSB 099) and at the University of Wisconsin–Madison. As long as the GLBRC is active, GLBRC personnel are expected to have preferential access to room 327. However, this conference room is also expected to serve the broader needs of the KBS Faculty and the KBS Director.

##### How to reserve this room

Use of the Faculty Conference Room is managed by the KBS Director. Requests to use the room should be made to the Director's Executive Secretary (269 671-2354, [director@kbs.msu.edu](mailto:director@kbs.msu.edu)). Reservations for the room are kept on an iCal calendar and can be observed by KBS faculty and staff at <http://ical.kbs.msu.edu:88/KBSadmin/327acad/>.

##### Priority of usage

GLBRC groups requiring video-conferencing have priority use of this room. Dates and times for multi-site GLBRC meetings (i.e., those requiring video-conferences) are normally scheduled well in advance (greater than 5 days prior). Non-GLBRC personnel also may schedule use of the Faculty Conference Room in advance, particularly for meetings that make use of video-conferencing capabilities. Should the occasion arise where a GLBRC group has an unanticipated need a video-conference that conflicts with a prior reservation needing video-conferencing, the prior non-GLBRC reservation may be displaced. However, such conflicts should be avoided if at all possible. If the need for an unanticipated GLBRC meeting requiring video-conferencing occurs within 2 days or less of an existing reservation, displacing the existing reservation will require approval of the KBS Director.

##### Equipment use and locations

The room is equipped with an articulating conference table and chairs to accommodate seating for 34; fire code sets the maximum occupancy of the room at 40. The location of the conference room table is fixed and typically will be configured in a triangle shape that includes a removable bridging section. Sixteen participant chairs will be placed around the perimeter of the table in the triangle configuration; 18 additional stackable chairs placed around the perimeter of the room will provide additional seating.

A poster showing this standard layout will be placed on the wall by an entrance door along with instructions on how to configure the table to other shapes. Users are expected to keep the room clean and orderly and leave the room in its standard layout after a meeting. This includes placing chairs in their designated positions, returning the table to its 'default' triangular configuration, turning off all equipment and lights, disposing of trash. Failure to do so may result in a 'cleanup fee' and loss of future use of this room. KBS internal groups will not be charged a fee to use this room, but individuals planning workshops involving outside groups and/or funded workshops that will use this room should consult with the Director to discuss user fees.