

SEB Conference Room Reservation Form

Conference Rooms have been provided for the use of Science & Engineering Building Academic Faculty, Administrative Faculty, Graduate Students, and other research groups. These rooms are intended to promote research activities for small groups, in particular, project team meetings, and working sessions.



Science & Engineering Building
4505 Maryland Parkway
Las Vegas, NV 89154-454022
Phone (702) 774-4SEB (4732)
Office 2102 Mail Stop 4022

Requestor

Date of Request: <input style="width: 150px;" type="text"/>	SEB Group : <input style="width: 150px;" type="text"/>
Name: <input style="width: 150px;" type="text"/>	Title : <input style="width: 150px;" type="text"/>
Phone #: <input style="width: 150px;" type="text"/>	PI Name: <input style="width: 150px;" type="text"/>
E-Mail : <input style="width: 150px;" type="text"/>	

Meeting Details

Meeting Name: <input style="width: 650px;" type="text"/>			
Start Date of Meeting: <input style="width: 150px;" type="text"/>	Stop Date: <input style="width: 150px;" type="text"/>		
Meeting Start Time: <input style="width: 50px;" type="text"/>	Meeting End Time: <input style="width: 50px;" type="text"/>	Reoccurrence: <input style="width: 150px;" type="text"/>	
Access Start Time: <input style="width: 50px;" type="text"/>	Access End Time: <input style="width: 50px;" type="text"/>		

Do You Require Audio Visual? YES NO Do You Require SEB Staff to Unlock the Door? YES NO
 Will This Meeting be Catered? YES NO

Space Requested: <input style="width: 150px;" type="text"/>	Number of Attendees : <input style="width: 50px;" type="text"/>
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Description of Meeting:

Room	2251 Executive	3265 Large	2212 & 4212 Medium
Seats	18, addit. 6 guest chairs	18	12
Audio/ Visual Provided	projector laptop connections resident computer DVD/VHS	projector laptop connections DVD/VHS	flat screen laptop connections DVD/VHS
Other Amenities	adjoining kitchen phone		