

CDB Conference Room Guidelines

Updated September 2018

Absolute top priority:

- CDB Classes & Core Events – these have top priority and may 'bump' anyone from any of the conference rooms at any time. (examples: REx CBIO 310)
- IBSTO Core Events
 - Monthly IBSTO Research Club (Thursdays, 11am in 3131 MRB III)
- Program in Developmental Biology Core Events
 - Monthly Developmental Biology Research Club (Tuesdays, 4pm in 3136 MRB III)
 - Weekly Developmental Biology Journal Club (Fridays, 4pm in 3131 MRB III)

Then, in the following order:

- CDB Primary Faculty – group meetings, seminars, etc.
- CDB Thesis Defense – it is customary to hold these in 3131 MRB III.
As in past practice, flexibility is requested from everyone (except CDB classes & the 2 PDB events) when the thesis committee times are limited. Every effort will be made to find a time that does not conflict with previously scheduled group meetings, etc.
- All others – this includes all non-CDB classes & seminars and group meetings of non-CDB faculty. Non-CDB events may be asked to move if the room is needed for departmental meetings, etc.

To reserve a room

Contact Kristi Hargove, Carol Johnson or Susan Walker

As noted above, CDB classes and the 2 PDB events still have top priority and will be scheduled first (as far in advance as possible).

During the summer months as the upcoming academic calendar is developed, you may be contacted about adjusting any standing meetings. We attempt to retain all slots currently held by CDB Primary faculty ; all non-departmental/non-program events may be adjusted or rescheduled after the prioritized events are confirmed.