UC DAVIS
Coastal and Marine Sciences Institute

USING THE CMSI/EVE CONFERENCE ROOM, 1350 STORER HALL

GETTING ACCESS

- The CMSI/EVE conference room is available for reservation only by CMSI/EVE-affiliated faculty, staff and students for business that directly supports EVE and CMSI's research, education and outreach priorities.
- Use is at the discretion of CMSI and EVE staff using the access priority guidelines at the end of this document. Reservations are limited to the current quarter.
- To schedule a meeting in 1350 Storer Hall, check the calendar and then complete the reservation form here: https://airtable.com/shrMuUg6FclsGOo5y
- **Please keep 1350 Storer Hall locked**. Many CMSI and most EVE staff, faculty, and graduate students will have a key. Otherwise, well before your intended date of use, please make arrangements to check out a 1350 Storer Hall key from Debbie Davidson, dadavidson@ucdavis.edu, (530) 754-7450.

THE ROOM SET UP and AUDIO/VISUAL

- **Room capacity:** approximately 30 people seated around 6 tables.
- The room contains the following audio/visual equipment: 2 large whiteboards, a handheld and a lapel microphone, a large monitor, media cables for connecting laptop to be able to display on the monitor, speaker, camera, internet connection.
- **The room must be left in its current rows of tables and chairs configuration.**

EXPECTATIONS

YOUR MEETING / OFFICE HOURS / COURSE = YOUR RESPONSIBILITY
- **Open the door** for students/attendees and **secure the room** when the course/event is over.
- Ensure there is no improper use (or disappearance) of CMSI/EVE resources during your event.
- Set up A/V equipment and contacting cbs-help@ad3.ucdavis.edu ahead of time if you anticipate you will need help.
- If a meeting immediately precedes your course/meeting, please wait in the hallway. Please leave the room promptly after your course/meeting.

CLEAN UP

- All users will: 1) **tidy** the space, 2) **remove all food containers** from the room to the loading dock or hallway receptacles, 3) ensure the door is **closed and locked**, and 4) ensure **lights are turned off**, when they leave.
- Do not leave garbage, papers, course materials, anything in/around the room or on tables or other surfaces – use proper receptacles inside the room, in the first floor Storer hallway, or the large outdoor garbage and recycle material receptacles at the Storer Hall loading dock

UH OH…WHO TO CONTACT

- **Maintenance:** jjpatrocinio@ucdavis.edu and sharmsworth@ucdavis.edu; **Facility emergency**: (530) 752-1655
- **A/V:** College of Biological Sciences IT Staff - cbs-help@ad3.ucdavis.edu, (530) 752-3076

April 2022

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ACCESS PRIORITIES

CMSI and EVE staff will allocate use of Room 1350 according to these guidelines.

HIGHEST PRIORITY
- Weekly live stream of seminars from Bodega Marine Laboratory, Wednesdays, 1:00-2:00pm
- EVE coursework discussion sections
- NRT coursework / meetings

SECOND PRIORITY
- Regularly recurring class meetings for MCS major and NRT.

THIRD PRIORITY (GATHERINGS WILL BE ASKED TO MOVE IF THEY CONFLICT WITH A HIGHER PRIORITY ITEM)
- Weekly lab meetings
- Office hours for EVE courses – if space available
- Irregularly scheduled meetings of students, faculty, and staff.