

Conference Room Etiquette

- Make sure the meeting is on the calendar for applicable conference room.
- When scheduling a meeting, please schedule enough time to avoid meeting overrun. If your meeting extends beyond the allotted time and another meeting is scheduled to begin; then the organizer must adjourn the meeting or find another room to complete the meeting extension.
- Avoid exceeding the maximum seating capacity. If additional seat(s) are borrowed, please return them to their original location after the conclusion of the meeting.
- Close the door when meeting is in progress as noise and/or conversations could be interruptive to nearby faculty and staff offices.
- Ensure conference room is returned to its original state after the meeting as a courtesy to the next user.
- Food and beverages are allowed in the conference rooms. The meeting organizer will be responsible for ensuring the conference room is cleaned of any trash, food, drinks and meeting materials. White and black boards should be erased and cleaned to be ready for the next user.
- All items found or items lost within a conference room should be turned in or reported to the Mathematics Department's front desk office.
- The best interest of the department may make it necessary to occasionally give priority to, or cancel one event in favor of another. When such a cancellation becomes necessary, the person holding the reservation will be notified as far in advance as possible.

Contact Information: Math Front Desk - ph. 713-743-3500, e-mail. reservations@math.uh.edu