

ROOM RESERVATION INFO:

The Department of Genome Sciences controls reservations for conference rooms on each floor of the Foege Building. Health Sciences Room Scheduling controls reservations for the Foege Auditorium and Cafeteria.

- ✦ Conference rooms on the ground, second, third and fourth floors have a total of 20 chairs in each: 14 around a table and 6 others along a wall. The conference room on the first floor is suitable for larger groups and is reserved for those situations.
- ✦ All conference rooms are equipped with overhead projectors, ceiling-mounted digital projectors and screens, whiteboards, and blackout window shades. Please read and follow the instructions for controlling the lights, projectors, screens and window shades that are posted in each room. Please DO NOT mark on the screens in any way. Remote controls for the projectors and keys for S040 and S110 must be checked out from and returned to the administrative office in S250. Please lock the doors to S040 and S110 as you leave. Please report any problems to **rooms@gs.washington.edu**.
- ✦ Users of the conference rooms are responsible for ensuring that the rooms are clean when they leave. Please remove leftover handouts, drink cans and cups, food containers, etc. Please put all trash in the waste cans. Please use only dry erase markers on the whiteboards and erase them before you leave. Please do not remove any furniture from the conference rooms.
- ✦ To request a room reservation, please check the schedule for availability, and then email rooms (at) gs.washington.edu with the date, time, purpose, room number, group size and your name. A confirming email will be sent as soon as possible.
- ✦ All standing reservations (weekly lab meetings, for example) end on June 30 of each year; those requests must be resubmitted in July.

To reserve a conference room please email rooms@gs.washington.edu

May 2008

S040

Monday	Tuesday	Wednesday	Thursday	Friday
			<p style="text-align: right;">1</p> <p>10:00-12:00 Noble Lab 2:00-4:00 Brewer & Raghuraman Lab</p>	<p style="text-align: right;">2</p> <p>1:00-3:00 Storey Akey Lab</p>
<p style="text-align: right;">5</p> <p>1:00-4:00 Hesselberth, J</p>	<p style="text-align: right;">6</p> <p>2:30-4:00 Gen 490</p>	<p style="text-align: right;">7</p> <p>2:45-3:30 Meeting with Speaker 4:40-5:20 Meeting with Speaker</p>	<p style="text-align: right;">8</p> <p>10:00-12:00 Noble Lab 2:00-4:00 Brewer & Raghuraman Lab</p>	<p style="text-align: right;">9</p> <p>1:00-3:00 Storey Akey Lab</p>
<p style="text-align: right;">12</p> <p>10:00-12:00 Noble Lab 1:00-3:00 Hoopmann, M</p>	<p style="text-align: right;">13</p> <p>2:30-4:00 Gen 490</p>	<p style="text-align: right;">14</p>	<p style="text-align: right;">15</p> <p>9:00-10:00 Global Health 10:00-11:30 Global Health 2:00-4:00 Brewer & Raghuraman Lab</p>	<p style="text-align: right;">16</p> <p>1:00-3:00 Storey Akey Lab</p>
<p style="text-align: right;">19</p> <p>10:00-12:00 Noble Lab</p>	<p style="text-align: right;">20</p> <p>2:30-4:00 Gen 490</p>	<p style="text-align: right;">21</p>	<p style="text-align: right;">22</p> <p>12:00-3:00 GTG Symposium</p>	<p style="text-align: right;">23</p> <p>1:00-3:00 Storey Akey Lab</p>
<p style="text-align: right;">26</p> <p>Holiday</p>	<p style="text-align: right;">27</p> <p>2:30-4:00 Gen 490</p>	<p style="text-align: right;">28</p> <p>10:00-12:00 McGraw, H</p>	<p style="text-align: right;">29</p> <p>10:00-12:00 Noble Lab 2:00-4:00 Brewer & Raghuraman Lab</p>	<p style="text-align: right;">30</p> <p>1:00-3:00 Storey Akey Lab</p>

June 2008

S040

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 2:30-4:00 Gen 490	4	5 10:00-12:00 Noble Lab 12:30-2:00 CONJ 504 2:00-4:00 Brewer & Raghuraman Lab 4:00-6:00 Munn, M	6 1:00-3:00 Storey Akey Lab
9	10 2:30-4:00 Gen 490 4:30-6:00 Gen 490	11	12 10:00-12:00 Noble Lab 2:00-4:00 Brewer & Raghuraman Lab	13 Quarter End 1:00-3:00 Storey Akey Lab
16	17	18	19	20
Quarter Begin 23	24	25	26	27
30				