

## **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](mailto:rooms@gs.washington.edu)

Monday	Tuesday	Wednesday	Thursday	Friday
			1 11:00-1:00 C.elegans Grp	2 10:00-12:00 Fields Lab 1:00-3:00 Green Lab
5 1:00-1:30 Green Lab 2:00-3:00 Swanson Lab 3:00-4:00 GS-ITS	6 8:00-1:00 Population Gen 3:00-5:00 Gen 580	7 10:30-12:30 Waterston Lab	8 11:00-1:00 C.elegans Grp	9 10:00-12:00 Fields Lab 1:00-3:00 Green Lab
12 1:00-1:30 Green Lab 2:00-3:00 Swanson Lab 3:00-4:00 GS-ITS	13 3:00-5:00 Gen 580	14 9:00-10:00 Global Health 10:30-12:30 Waterston Lab	15 11:00-1:00 C.elegans Grp	16 10:00-12:00 Fields Lab 1:00-3:00 Green Lab 3:00-4:00 GS-ITS
19 1:00-1:30 Green Lab 2:00-3:00 Swanson Lab	20 10:00-12:00 Global Health 12:30-2:00 GS-ITS Train 3:00-5:00 Gen 580	21 10:30-12:30 Waterston Lab	22 12:30-2:30 CONJ 504	23 10:00-12:00 Fields Lab 1:00-3:00 Green Lab
Holiday 26 3:00-4:00 GS-ITS	27 3:00-5:00 Gen 580	28 10:30-12:30 Waterston Lab	29 11:00-1:00 C.elegans Grp	30 10:00-12:00 Fields Lab 1:00-3:00 Green Lab

Monday	Tuesday	Wednesday	Thursday	Friday
<p style="text-align: right;"><b>2</b></p> <p>1:00-1:30 Green Lab 2:00-3:00 Swanson Lab</p>	<p style="text-align: right;"><b>3</b></p> <p>3:00-5:00 Gen 580</p>	<p style="text-align: right;"><b>4</b></p> <p>10:30-12:30 Waterston Lab</p>	<p style="text-align: right;"><b>5</b></p>	<p style="text-align: right;"><b>6</b></p> <p>10:00-12:00 Fields Lab 1:00-3:00 Green Lab</p>
<p style="text-align: right;"><b>9</b></p> <p>1:00-1:30 Green Lab 2:00-3:00 Swanson Lab 3:00-4:00 GS-ITS</p>	<p style="text-align: right;"><b>10</b></p>	<p style="text-align: right;"><b>11</b></p> <p>10:30-12:30 Waterston Lab</p>	<p style="text-align: right;"><b>12</b></p>	<p style="text-align: right;"><b>Quarter End 13</b></p> <p>10:00-12:00 Fields Lab 1:00-3:00 Green Lab</p>
<p style="text-align: right;"><b>16</b></p> <p>1:00-1:30 Green Lab</p>	<p style="text-align: right;"><b>17</b></p>	<p style="text-align: right;"><b>18</b></p> <p>10:30-12:30 Waterston Lab</p>	<p style="text-align: right;"><b>19</b></p>	<p style="text-align: right;"><b>20</b></p> <p>10:00-12:00 Fields Lab 1:00-3:00 Green Lab</p>
<p style="text-align: right;"><b>Quarter Begin 23</b></p> <p>1:00-1:30 Green Lab 3:00-4:00 GS-ITS</p>	<p style="text-align: right;"><b>24</b></p>	<p style="text-align: right;"><b>25</b></p> <p>10:30-12:30 Waterston Lab</p>	<p style="text-align: right;"><b>26</b></p>	<p style="text-align: right;"><b>27</b></p> <p>10:00-12:00 Fields Lab 1:00-3:00 Green Lab</p>
<p style="text-align: right;"><b>30</b></p> <p>1:00-1:30 Green Lab</p>				