

CDB Conference Room Guidelines

Updated August 2022

Absolute top priority:

- CDB Classes have top priority and may 'bump' anyone from any of the conference rooms at any time. (examples: CBIO8310)
- IBSTO Core Events / Monthly IBSTO Research Club
- Program in Developmental Biology Core Events
 - Monthly Developmental Biology Research Club
 - Weekly Developmental Biology Journal Club

Then, in the following order:

- CDB Department and PDB Program Events – group meetings, seminars lunches, Dissertation Defenses, journal club or dbRIC, 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.

As in past practice, flexibility is requested from everyone (except CDB classes & PDB events). Every effort will be made to find a time that does not conflict with previously scheduled group meetings, etc.

To reserve a room

Contact Philip Stoecklein, Susan Walker, or Lorie Franklin

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.