

TSRB GENERAL CONFERENCE AREA POLICES:



Conference Center

Georgia Institute of Technology

June, 2015

General Conference Area Policies:

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1. Eligible reservation groups

TSRB is open for all of campus to have access, per a reservation request.

2. Purpose of TSRB

- support the research/academic mission of the Georgia Institute of Technology
- No fees should be charged for events in the TSRB conference area) (registration or otherwise)
- Parking fees must be paid by the event coordinator, TSRB will **not validate parking**

3. Reservation Process:

- To make a reservation an authorized representative must submit a request to:
<https://qtevents.gatech.edu/virtualems/>
- No weekend events are scheduled in the TSRB conference area
- All GT organizations can book up to **6 months** in advance.
- A confirmation number must be received to assure your event is on the books, guaranteed confirmations will be returned within 48 hrs.
- All equipment must be confirmed 5 days prior to event.
- Security must be scheduled for after hours events (Before 7am or after 7:00pm).
- Security minimum is 4 hours
- All Questions must be submitted through (events-tsrb@tsrb.gatech.edu)

4. Cancellation Process

- Cancellations must be made via email (events-tsrb@tsrb.gatech.edu) and must include confirmation email
- Cancellations made less than a week from the event will be charged the 4 hour minimum for security if security was originally scheduled

5. Meeting rate:

- TSRB is free of charge for GT and affiliated Organizations during regular hours of operation (8:00 AM-5:00 PM). Weekends are after hour.
- Outside of regular hours of operation, there will be a 4 hour minimum. The hourly rate for security is \$40 and for janitorial services is \$35.
- Invoices will be issued with confirmation and must be paid before the event date to insure booking.
- NOTE: TSRB is an in house facility and will not allow any type of fees to be associated with meetings or events. Ex. Conference Registration fees, etc.

6. Responsibility:

- It is the responsibility of the organizing party to arrange the set up as needed. TSRB staff will not provide set up support only supervise if needed.
- The conference rooms need to be left in the same way they were found. For instance tables need to be moved back if they were removed
- TSRB is not responsible for damage to or loss of any merchandise or articles left in the conference area
- The conference area is inspected before and after all events daily.
- Customer agrees to be responsible for any damage
- Start and end times must include time for clean-up and removal of all food and beverages from meeting space.
- Excessive litter left behind and/or damage after the conference will encounter a cleanup or replacement fee which will be assessed at the discretion of the TSRB Event Staff
- Trash receptacles will be provided

7. Unpaid fees:

- Outstanding balances will prevent further booking in the TSRB conference area and no further reservations may be made until outstanding balances are paid.

8. Set up Requirements:

- Total arrangements: It is the responsibility of the organizing party to arrange the set up as needed. TSRB staff will not provide set up support only supervise if needed.
- All equipment requests- microphone, podium, easels, LCD projector, etc; must be requested with your reservation request or via email (events-tsrb@tsrb.gatech.edu) at least 5 business days prior to the event
- Any additional set up requests are the responsibility of the event coordinator.
- On-site support – organizing party is responsible to designate an on-site event coordinator who will support on-site. i.e. move tables/ chairs etc.

9. Site visits:

- Site visits must be scheduled in advance per request through the event scheduler email (events-tsrb@tsrb.gatech.edu).

10. Signs:

- Signage may NOT be taped on the walls or doors inside or outside of the conference rooms. Easels will be provided if needed.
- Sign holders are located at the entrance of each room – event coordinators may request usage for their event

- A-frame easel available for signage directly outside conference door directing people inside
 - Banners may be allowed, however, prior approval needed
- 11. Alcohol Policy:**
- If alcohol is served, approval must be given by Donna Castenell in GT's Business office. Please email signed Alcohol agreement form located on the website for approval to: donna.castenell@business.gatech.edu. Once approval is obtained please forward a copy to: events-tsrb@tsrb.gatech.edu
- 12. Catering Policy:**
- Events serving food must use GT catering service or get permission to use another food source.
 - <http://www.studentcenter.gatech.edu/catering/Pages/default.aspx>
- 13. Pantry access:**
- Pantry access, ice machine and refrigerator may be used only with prior approval
 - Groups holding the reservations will be responsible for pantry clean-up. Please leave pantry as found. Charges may apply if found unclean.
- 14. Possession and Use of Illegal Drugs:**
- Georgia Tech does not permit or condone the illegal possession and/or use of any controlled substances
- 15. Animal Policy:**
- Georgia Tech does not permit any animals with in the conference area.
- 16. Internet connection:**
- GT employees have to have their own account and password in order to use the wireless connection in the TSRB conference area. (<http://www.lawn.gatech.edu/>)
 - Non-GaTech guests will need to set up an account and use fast pass (pay via credit card). <http://gatech.fastpass.net/>.
- 17. Liability insurance**
- Off-campus groups must pay to use classrooms, conference rooms, or other campus space, they must also have liability insurance.
 - If a GT department or student organization is reserving campus space for their own event, they do not have to pay to use the space, or have liability insurance.
 - Please contact Yolanda Gay (yolanda.gay@business.gatech.edu) for a liability insurance form

18. Contacts:

- Conference Center: (events-tsrb@tsrb.gatech.edu)
- 404-385-4073
- Building Contacts and Emergency Contacts: Security-Front Desk, 404-872-7155
- If you have any question or concerns during your event please email (events-tsrb@tsrb.gatech.edu) or contact your nearest security officer.

19. Event logistics committee

The Event Logistics Committee (ELC) is comprised of representatives from various service departments on campus including, but not limited to, Campus Police, Parking and Transportation, Student Involvement, Capital Planning & Space Management, Facilities/Landscaping, Risk Management, Environmental Health & Safety, the Campus Recreation Center, and the Athletics Association. The ELC meets twice each month to assist Georgia Tech departments and student organizations with coordinating special events inside campus buildings and outdoors on campus. For more information about the ELC please contact eventlogistics@gatech.edu

20. Room descriptions

Room	Square Footage	Max. Occupancy	Set Ups	AV	Telephone lines and Numbers
Auditorium 118	1875	93	Permanent Seating : Theatre Seating	Built in equipment: Podium, 2LCD Projectors, Screen, Whiteboard,	404-385-2565
131		10	Conference Style/ Boardroom	Portable projector available upon request	
132	992	40-50	Banquet Style: Round Tables	Built in equipment: 1LCD Projectors, Screen	404-385-2567
133	992	40-50	Banquet Style: Round Tables	Built in equipment: 1LCD Projectors, Screen	404-385-2567

Banquet Hall	2976	120-150	Banquet Style: Round Tables	3 LCD Projectors and Screens, 3 White Boards and Audio Independent or Synchronized	404-385-2567
Pre-function area		75	High Bar Stools and Tables Seats: 20	N/A	

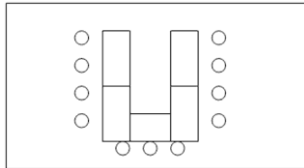
*Numbers
Reflect upon
Basic set up
arrangements

* Numbers will
vary upon request
of different style
set up...options
below.

21. Floating AV EQUIPMENT (First Come, First Serve Basis):

- VHS/DVD Player 1,
- Easels 12,
- Hand held microphone 1,
- Portable LCD Projector 1,
- Power Strips 10,
- 6-ft. table 5.

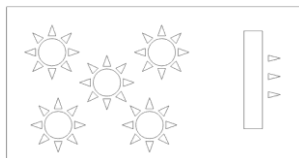
**22. Set up Style Suggestions
(arrangements to be made by organizing party):**



U-Shape – This style works well for a session that combines both presentation and some group interaction or discussion

Possible in rooms: 132, 133, 134

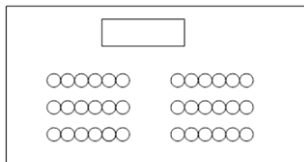
Capacity: 20-25 chairs per room



Banquet Style- Most often appropriate for meals, this setting can also be used for small work groups.

Possible in rooms: 132, 133, 134

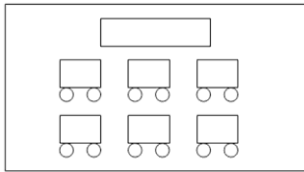
Capacity: 40-50 chairs per room, 150 total



Lecture/Theatre Style - Best for general meetings and lectures of any size. It consists of rows of chairs facing a stage, podium or table. Chairs can also be arranged in a semi-circle.

Possible in rooms: 132, 133, 134,

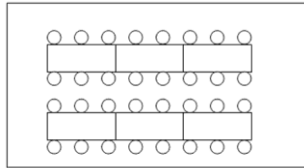
Capacity: 132, 133, 134- 70 chairs per room, 210 total



Classroom Style: This setup with tables and chairs provides a comfortable setting for longer periods of time and provides a better work surface for participant note taking.

Possible in rooms: 132, 133, 134

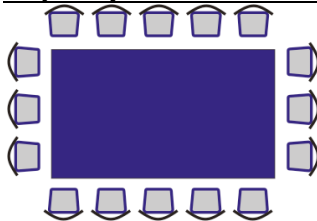
Capacity: 132, 133, 134- 22 chairs per room, 66 total



Conference Style: This style provides the maximum work space and an excellent setting for group discussion.

Possible in rooms: 125

Capacity: 25



Boardroom Style: This seating arrangement is designed to facilitate conversation.

Possible in rooms: 125, 131

Capacity: RM 125-15 seats, RM 131-10 seats
