

CONFERENCE ROOM

Reservations:

Please contact Brittney Nelson, Program Coordinator, via email, blee@irle.ucla.edu.

LOSH:

Contact Beverley Keefe, Assistant to the Director, via email, bkeefe@irle.ucla.edu.

In Beverley's absence, you may contact Brittney.

Mary Delgado, Finance Manager, mdelgado@irle.ucla.edu and Nancy Velasquez, CAO, nvelasquez@irle.ucla.edu may be contacted in the absence of Brittney and Beverley.

Consecutive or standing reservations require CAO approval.

Policy:

- Please help us maintain the conference room by cleaning up after each meeting.
- Food and drinks are allowed in the conference room. We ask for your cooperation in cleaning up after your meeting. Failure to comply will require us to update our food policy.
- AV equipment and support is not provided.
- Restrooms are locked and keys are not provided. Please bring your own key for you and your guests.
- Please do not add permanent decorations to the conference room.

The conference room may be reserved by outside departments for occasional use. Please provide as much advance notice as possible. While we try to maintain a strict scheduling policy, urgent departmental meetings will take precedence over an outside department.