

Skype Room Reservations  
Math Department Personnel Only

The department has designated a private room, 383-XX, as a Skype Room for use by faculty, staff, students, and visitors of the Math Department. Reservations for this room can be made by submitting the Room Reservation Webform under Miscellaneous Events on the department website.

Like other miscellaneous event room requests, you will need to provide your name, and the title of event as Private Skype Meeting. In description of event, indicate if you will need to check out one of the department laptops and approximately how long you will need to reserve the room. For the name of the sponsor, please put your own name. Select 383XX from the choices of department owned rooms. You will receive an email confirmation of the reservation.

Prior to your reserved time, you will need to pick up the key to Room 383-XX from the front desk administrator. Upon completion of your Skype meeting, please lock the door and return the key to the front desk. As this room is typically locked, it is only available for reservation during normal business hours (M-F, 8:00am-5:00pm). If you need to schedule a meeting during the lunch hour, please be sure to pick up the key prior to 12:00pm as the front desk is closed for lunch.