

SEB Conference Room Reservation Form

Conference Rooms have been provided for the use of Science & Engineering Building Academic Faculty, Administrative Faculty, Graduate Students, and other research groups. These rooms are intended to promote research activities for small groups, in particular, project team meetings, and working sessions.



Science & Engineering Building
4505 Maryland Parkway
Las Vegas, NV 89154-454022
Phone (702) 774-4SEB (4732)
Office 2102 Mail Stop 4022

Requestor

Name:	<input type="text"/>
Phone #:	<input type="text"/>
E-Mail :	<input type="text"/>
SEB Group :	<input type="text"/>

Date of Request:

Meeting Details

Meeting Name:	<input type="text"/>
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Start Date of Meeting:	<input type="text"/>
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Stop Date:	<input type="text"/>
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Meeting Start Time:	<input type="text"/>	Meeting End Time:	<input type="text"/>
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Reoccurrence:	<input type="text"/>
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Access Start Time:	<input type="text"/>	Access End Time:	<input type="text"/>
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Do You Require Audio Visual? ☐ YES ☐ NO

Do You Require SEB Staff to Unlock the Door? ☐ YES ☐ NO

Do You Require Skype/Webcam? ☐ YES ☐ NO

Space Requested:	<input type="text"/>
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Number of Attendees :	<input type="text"/>
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Description of Meeting:

<input type="text"/>

What is Available

2251-Executive Conference Room: 18 Seats with additional 6 guest chairs , Adjoining Kitchen, Projector, VHS, DVD, Laptop Connections, and Whiteboard.

3265-Large Conference Room: 18 Seats, Projector, VHS, DVD, Laptop Connections, and Whiteboard.

2212-Medium Conference Room: 12 Seats, Flat Screen, VHS, DVD, and Laptop Connections, and Whiteboard.

2151, 3151, & 4151-Small Conference Rooms: 10 Seats, Whiteboard, Counter, and Drawer Space .