

School of Mathematical and Physical Sciences

MPS Seminar Rooms Booking Policy

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General principles

Relates to bookings for rooms 5C11 and 4C10 ONLY. Other bookable rooms on campus are governed by General Teaching space rules.

<http://www.sussex.ac.uk/ssro/roombooking>

The booking of MPS seminar room space is managed by the School Office. This policy is designed to manage the demand for the seminar rooms and to manage the requests in a consistent manner within the given priorities. The room calendars can be viewed online:

<http://www.sussex.ac.uk/mps/internal/staff>. 5C10 is accessible by code lock, 4C10 is accessible by SALTO. The rooms are not to be used unsupervised by students as study space. This policy is ratified by the MPS Executive Group

Recurring bookings protocol

From academic year 18/19 indefinite recurring bookings will no longer be accepted. If requesting a recurring booking colleagues should estimate how long the booking will be required. In the event that an end date cannot be estimated, recurring bookings will be automatically end dated on 31st January or 31st July of that academic year. School Office will contact colleagues with recurring bookings in December and June every year to review and if appropriate will extend for a further time period.

4C10 booking protocol

This room is the designated South East Physics Network (SEPNet) video conference room; the equipment is highly sensitive and is funded by SEPNet in order that teaching and collaborative meetings/training/seminars can take place across the network. Please do not attempt to make changes to the projection equipment unless you have been trained to use it. Please follow the instructions posted in the room if you need to alter the settings – to contact nominated staff. Please

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ensure the door is closed properly and lights are switched off when you have finished and any litter is put in the bins provided.

The priorities for usage are as follows:

1. Teaching (only where video conferencing or broadcasting is required).
2. Exam boards and related bookings
3. School/departmental meetings on Wednesday PMs (includes all staff and student committees).
4. Conferences, large multi-day meetings or strategically important external visits
5. Interviews and related presentations
6. Research seminars (will be allocated 1 hour slot with exceptions given where more than one talk takes place).
7. Research group meetings (these should be scheduled before 13:00 to optimise use of the room).

5C11 booking protocol

Please ensure the door is closed properly and lights are switched off when you have finished, and any litter is put in the bins provided.

The priorities for usage are as follows:

1. Exam boards and related committees
2. School/departmental meetings on Wednesday PMs (includes all staff and student committees).
3. Conferences, large multi-day meetings or strategically important external visits
4. Interviews and related presentations
5. Research seminars (will be allocated 1 hour slot with exceptions given where more than one talk takes place).
6. Teaching (only where video conferencing or broadcasting is required) and research student teaching.
7. Research group and sub-group meetings (although these should be scheduled before 13:00 to maximise efficient use of the room).

TO NOTE:

During Mathematics' Reading Week, priority will be given for midterm tests. This is usually week 7 in Autumn and Spring terms.

During the summer (mid-June to mid-August) 4C10 is block booked for the International Summer School and all recurring bookings will be moved.

Cancellation policy

All bookings for 5C11 and 4C10 are taken in good faith by School Office. Should a subsequent higher priority booking be requested the School Office will contact the owners of all clashing bookings to inform them of the need to cancel. Where possible bookings will be moved to an alternative room, or the School Office will offer support in finding an alternative booking via GTS.

Date of Policy	Ratified	Review Date	Review by
01/11/2018	MPS Executive, 20/11/2018	01/08/2020	School Administrator