Fourth Floor Space Protocol

For rooms 410, 414, 418, 419, and 420, the room use priority is as follows in sequential order (#1 can bump #2-3, #2 can bump #3):

1. ELC programs and EMBA classes
2. Class-related activities (make-up exams, review sessions, etc.)
3. Other faculty/staff activities (faculty seminars, APT meetings, etc.)

Note that all of these may be bumped by the President, Provost, or Dean.

Note also that only #1 may be booked more than sixty days in advance, with the exception of academic classes in the evening.

The room schedule is maintained on Skedda, though regularly-scheduled academic classes are reflected on the University's 25 Live system and reflected on Skedda by means of room blocks.

The Dining Rooms and Fourth Floor breakout rooms are overseen by the ELC.