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## Conference Room Policy

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### Conference Rooms for Courses

**Only** graduate courses will be scheduled in SST conference rooms. This is to facilitate class meeting times that do not meet the University scheduling definition of “normal hours”. The scheduling of the conference rooms will be done at the time the semester class schedule is created with the Director’s approval.

N.B. Undergraduate courses must have at least 19 students, while graduate courses must have at least 12 students for ASU rooms to schedule a classroom. Courses with enrollment under these numbers may be cancelled.

### Non-Course Meetings

Wilson 117 is reserved for committee meetings, staff meetings, thesis defenses and ad hoc use by faculty for meeting with students.

All other SST conference rooms, at times when no graduate course is being held, can be scheduled for meetings.

Please schedule all reoccurring meetings, for example faculty meetings, at the beginning of each semester to avoid any course conflicts.

All special events, dissertation defenses, guest lectures, etc. are scheduled by emailing [sstrequests@asu.edu](mailto:sstrequests@asu.edu).

### Conference Room Information

- **Wilson 117** holds 15; equipped with monitor and computer, polycom for conference calls
- **Wilson 161** holds 10; equipped with monitor and computer
- **Wilson 255** holds 20 around the table and 40 with chairs along the wall; equipped with monitor and computer
- **Wilson 302** holds 8; equipped with computer and monitor
- **Wilson 354** holds 8; equipped with monitor; laptop needed to make presentations
- **West 120** holds 18 around table and 40 using chairs along wall; separate projector and laptop required.
- **West 135** holds 12 around table, 30 using existing chairs or up to 100 with rental chairs; equipped with monitor; laptop required