

Meeting Rooms Policy

Meeting rooms in academic areas

Pool Street

All meeting rooms in Pool Street are shared between the academic users of the building. They can be booked for meetings using the outlook calendar room function.

Distribution lists have been prepared to enable this.

Marshgate

Meeting rooms sized 2-8 in the academic workspaces are managed by each academic entity.

Larger meeting rooms

Room 525 Board room – Capacity 24

This room is situated on the 5th floor in the Pro-Provost UCL East office and managed by the Pro-Provost office. The room is intended for larger, strategic meetings or committees for UCL East business.

It can be booked by contacting Colinette Hazel on ucleat@ucl.ac.uk.

Room 314 – Large meeting room – Capacity 16.

This room is situated in the SCCI academic workspace and can be used by:

- SCCI staff
- UCL East Bartlett staff
- People and Nature Staff

This meeting room requires card access. The groups above will be given access, but guests will need to be escorted. Access will only be given to the door nearest the meeting room, which is directly off the core.

The room can be booked by inviting it to a meeting in an outlook calendar invitation. Rights to do this will be linked to staff distribution lists for the above groups.

Room 611 – Large meeting room – Capacity 16.

This room is situated in the MFL academic workspace and can be used by:

- UCL East Engineering staff
- UCL East MAPs staff

This meeting room requires card access. The groups above will be given access, but guests will need to be escorted. Access will only be given to the door nearest the meeting room which is directly off the core.

The room can be booked by inviting it to a meeting in an outlook calendar invitation. Rights to do this will be linked to staff distribution lists for the above groups.

Room 625A – capacity 8

This room is situated off the atrium on the 6th floor and is for use by GBSH colleagues.

The room can be booked by inviting it to a meeting in an outlook calendar invitation. Rights to do this will be linked to staff distribution lists for the above group.

Room 800 - capacity 6

This room is situated off the atrium on the 8th floor and can be used by:

- MFL
- APL
- Pro Provost's office

The room can be booked by inviting it to a meeting in an outlook calendar invitation. Rights to do this will be linked to staff distribution lists for the above groups.

[Meeting room etiquette](#)

When using a meeting room please ensure that:

- You leave the room as you found it.
- You reset the chairs if you have rearranged them.
- If you have booked catering that this is cleared from the room by the end of the meeting.
- You log any faults with the room with the Vinci Campus Help Desk
- You respect the nearby workspace and leave quietly when exiting the room.
- If you don't need a booking, please cancel it as soon as possible.
- If a room is booked, but no one is using it 5 minutes after the booking start time, it can be used by others.