

## EED Meeting Room Options (01/08/21)

1. Hitchcock 244G – to see the availability, go to your Outlook Calendar. Go to Open Calendar (in the Home ribbon at the top of Outlook); in the Search box, type +ENG (the plus sign followed by ENG). You can double click on any of the rooms listed there to open the calendar for that room. To reserve, create a New Appointment in your Outlook Calendar; type in a Subject (include your name); click on Invite Attendees; in the TO section, type +ENG and select the room you are interested in. When you click on Send, you are requesting the room. You will get a response in your email either accepted or declining your request.
2. EED Classrooms – any time there is not a class or training occurring, you can reserve a classroom for a meeting or office hours. Use the same process as listed in #1 for Hitchcock 206, 208, 214, 216, 224, 308, 346
3. Smith 3101 and Smith 3011 are now separate conference rooms in Outlook. Use same process as listed in #1.
4. Smith 0106. Same process as listed in #1.
5. Smith 0024. Same process as listed in #1.
6. Bolz 330 – same process as listed in #1.
7. Hitchcock 410 – to schedule, use this survey link: [go.osu.edu/CEGEspacerequest](http://go.osu.edu/CEGEspacerequest)
8. Hitchcock 416- to schedule, use this survey link: [go.osu.edu/CEGEspacerequest](http://go.osu.edu/CEGEspacerequest)
9. Hitchcock 426 - to schedule, use this survey link: [go.osu.edu/CEGEspacerequest](http://go.osu.edu/CEGEspacerequest)
10. Hitchcock 155 (the Dean's Conference Room) – same process listed in #1.  
Note that the Dean's Conference Room should not be used for recurring meetings but one-off meetings. You may (but it's rare) get booted from the room if the Dean needs it on short notice.
11. Hitchcock 190 – to schedule, contact [eng-ecs@osu.edu](mailto:eng-ecs@osu.edu). Availability depends on the Engineering Career Services recruiting season. Recruiters get first priority.
12. Scott Lab Conference Rooms: go to [mae.osu.edu](http://mae.osu.edu) and then click Resources in the top right hand corner, then select Conference Room Reservations. Then follow the directions on the screen.
13. Physics Research Building: <http://www.physics.ohio-state.edu/reservations/> (contact Kris Dunlap.151) This building should only be used for special events. Physics is cutting back on outsiders using their spaces.
14. Smith Lab 3150. This room is shared by three units; please email all three to ask about availability and to reserve: [latham.47@osu.edu](mailto:latham.47@osu.edu), [mcilwaine.7@osu.edu](mailto:mcilwaine.7@osu.edu), [Malone.381@osu.edu](mailto:Malone.381@osu.edu)  
Projector, computer, video conferencing. 22 chairs with 10 long movable tables. Requires a ASC login. Ask these admins.
15. Smith Lab 3007. This room is owned by the Sustainability Institute. Email [mcilwaine.7@osu.edu](mailto:mcilwaine.7@osu.edu) or [dalton.123@osu.edu](mailto:dalton.123@osu.edu) for availability and to reserve. This room seats 12 people. There is a computer, webcam, and projector. The computer works in Kiosk mode and allows you access to the internet.
16. Smith Lab 3042B. This room is owned by COE Advancement. Please use process listed in #1.  
This room seats 12. No computer or projector.
17. Smith 5079. This room owned by COE Recruitment. Seats 39. Has projector (and I think a computer, please confirm). To request, email [eng-recruitment@osu.edu](mailto:eng-recruitment@osu.edu).
18. Smith 3095. This room owned by SIMCenter. Seats 10. Has projector but no computer (bring a laptop). To reserve, use process listed in #1.