SEI Conference Room Reservation Request

Requestor Name: _____   Requestor contact number: _____

Department Name: _____   email address: _____

Event/Meeting name: _____

Event/Meeting date: _____ Event/meeting start & end time: _____

Attendee count:_____ Easel stand required: ____yes ____no   (if yes, indicate quantity needed) _____

Catering required: (please check) ___yes___no (you may refer to GT's - Catering Providers Policy by clicking here)

In addition to the credenzas, if you need a 6 ft. table for catering setup outside the conference room, SEI can provide a maximum of two tables. If needed, please check: _____yes _____no: Indicate quantity needed: _____

*IMPORTANT NOTICE: ALL individuals requesting a conference room reservation should ensure he/she has a department admin or support person available for setup before, during, and after the meeting for cleanup. The requestor is responsible for coordinating food services provided by the caterer. If necessary, you may list the SEI Admin Manager's name/phone number as the on-site contact for delivery of your catering order to the C-NES facility.

**PARKING! For your meeting, parking is available at NARA in the C-NES parking lot across from the building. Because parking on campus requires a valid GA Tech permit, GT Staff and Faculty attending meetings at NARA should always display an appropriate campus parking permit in his/her vehicle windshield. As a precaution to prevent external visitors and potential sponsors from receiving unwarranted parking citations, we recommend (although not required) that you notify GT Parking & Transportation at least one week prior to your meeting, that you have reserved meeting space at C-NES for you external visitor meeting.

About the Conference Rooms

GT Staff and Faculty may reserve conference rooms at C-NES by completing this request form and emailing it to sei@gatech.edu. For further information about the conference rooms, contact **Glenda Duncan at 404.385.0384** or send an email to sei@gatech.edu. There are two conference rooms available. Upon entry of the facility, the atrium level (1st floor) is an open area for meetings and presentations. This area has a natural sunlit view to the outside and is great for those wanting to meet in an open space. The conference table seats eight (8) and the open area can accommodate an additional seven (7) seats. There are two credenzas for catering setup. In conference room 236, located on the 2nd floor to the left off the elevators, the conference table seats 14 (12 comfortably); however, the room has seating to accommodate a maximum of 26 meeting participants. This conference room has a wireless speakerphone for teleconferencing, a transparent white-board, an automatic projector screen, one large, and one small credenza for catering. Both conference rooms have a 50" HDTV monitor and projector for presentations. Meetings held in conference room 236 require elevator access to the second floor. Contact Glenda for further information regarding access.

The Strategic Energy Institute (SEI) is located off the main GA Tech campus in the North Avenue Research Area (NARA) Complex, at the intersections of North Avenue and Strong Street. The NARA complex is on a restricted access road with entry through security.   The new home of SEI resides in the Carbon-Neutral Energy Solutions
(C-NES) Laboratory, (building 199 on the Campus Beta Map). Click this hyperlink for map/directions to our facility.

Address/Contact Information:
Strategic Energy Institute (SEI)
Carbon-Neutral Energy Solutions (C-NES) Laboratory
495 Tech Way NW, Atlanta, GA 30332-0362
Main: 404.385.0384
Events email: sei@gatech.edu

www.energy.gatech.edu