



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; max 3) _____

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 indicate ___yes ___no Indicate quantity (max 2) _____

***CATERING AND BUILDING ACCESS:** All individuals requesting a conference room reservation should ensure he/she has a department admin or support person available for setup before, during, and clean up after the meeting. The requestor is responsible for coordinating catering services, building access, and parking. **All requests must be coordinated with the CNES Building Coordinator and Administrative Manager.**

***PARKING!** The parking permit for NARA is W09. GT faculty, staff, and students possessing a valid parking permit may park in the NARA facility. Visitors must check in with NARA's security, who will arrange parking in the circle of the NARA parking lot. As a precaution, and to prevent external visitors or potential sponsors from receiving unwarranted parking citations, especially for large groups, vanpools, or shuttle parking, we recommend that you alert GT Parking & Transportation at least one week prior to your event/meeting and work through any special logistics or requirements.

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 **404.385.0384** or send an email to sei@gatech.edu. There are two conference areas 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 seating an additional seven (7) chairs around the perimeter of the room. There are two credenzas available for catering setup. The conference area has a 50" HDTV monitor, an automatic projector screen, and a projector system for presentations. On the second floor, conference room 236 is located to the left off the elevators and has a conference table seating 14, (12 comfortably around the table). Arranging an additional 10 chairs around the perimeter of the room can accommodate for up to 24 meeting participants. Conference room 236 has a wireless speakerphone for teleconferencing, a white-board, an automatic projector screen, two 50" HDTVs, one large, and one small credenza for catering. Meetings held in conference room 236 require elevator access to the second floor. **For building access, contact the CNES building coordinator at (404) 385-0229.**

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 has a restricted access road with entry through security. The home of SEI resides in the Carbon-Neutral Energy Solutions Laboratory (CNES), building 199 on the Campus Beta Map.

Contact Information:
Strategic Energy Institute (SEI)
Carbon-Neutral Energy Solutions (C-NES) Laboratory
495 Tech Way NW, Atlanta, GA 30332-0362
Main office: (404) 385-0384
Building Coordinator (404) 385-0229
Events email: sei@gatech.edu