

# Technology Conference Rooms

Building	Conference room #	Seating for (table type)	Phone	IP	Approver	Special Instructions
<b>Knoy</b>	<b>190</b>	7 (round)	None	None	Carla/Misty	
	<b>202</b>	12 (lg conf) + 13	496-2681	128.210.171.107	Misty/Carla	***
	<b>256</b>	12 (conf) + 10	496-1229	128.210.171.106	Misty/Carla	***
	<b>352 (CGT)</b>	8 (rectangle) +3	494-9892	None	Regina/Angie	
<b>Young</b>	<b>324</b>	12 (lg conf) + 15	494-2638	128.46.86.237	Jill/Debbie	***
	<b>327</b>	8	494-0432	None	Jill/Debbie	
	<b>354 (Learning Studio)</b>	30 (5 round tables of 6)	None	None	Jill/Debbie	
<b>NISW</b>	<b>170</b>	12	494-3586	None	Shannon	has overhead projector and whiteboard
	<b>220</b>	14	None	None	Shannon	

**When scheduling your meetings (from the scheduling assistant view) you have two options to book the room:**

1.) List the building/room number you are interested in as an "attendee" - Knoy 202. (if the room doesn't come up, use option 2)

2.) Select "Add rooms" box at the bottom left of the page. It will give you a list of all campus building/room listings to choose from. (If you type in Knoy, all the rooms for Knoy are listed.) You can select multiple rooms (Knoy 202 and Knoy 256 - on separate lines) to compare and see which is available at different times so that you can match the participants availabilities with an available room. Before you request the meeting, be sure to uncheck the box to the left of the room that you do not want to request.

\*\*\*If you are scheduling a meeting and you know the PolyComm will be used, please send a trouble ticket to ECN (techsite@ecn.purdue.edu) letting them know the **date, time and room number** that the meeting will take place. ECN will try to arrange to have someone come in 15 minutes **prior** to the meeting to verify the PolyComm is functional (rather than after the meeting has started). It is easier for them to work on the "front end" rather than have you call once the meeting has already started and have to work "under the gun".

**To Contact ECN for PolyComm assistance**

[techsite@ecn.purdue.edu](mailto:techsite@ecn.purdue.edu)

ext. 44326