KITP Meeting Rooms and Reservation Procedures

KITP Main Meeting Rooms:
Main Seminar Room (MSR), 1003, Occupancy limit is 97, typically set for 84
Small Seminar Room (SSR) 1003A Occupancy limit is 38
Auditorium (AUD) 1403 Occupancy limit is 60
Note: MSR and SSR are connected for conference use, and the capacity is then 125

Secondary Meeting Rooms:
Founder's Room (FR) 1201
Tower Room (TR) 2514 sometimes called "The Fishbowl"
Meeting Room 2205

Room Scheduling Drivers:
- So as to ensure adequate time for discussion, we assume all slots are 1.5 hours. The whole period need not be used, but keep in mind that another group may be arriving. Hence, be considerate when another group appears.
- The latest schedulable start time is 3:30, as our staff ends their day at 5 pm.
- Since we record everything that goes on in the MSR, SSR, and AUD, we work to stagger starting times in all of those rooms by about 15 minutes when possible. This allows our AV staff to assist with any setup issues that arise.
- There are special times that we do not allow for scheduled events in any rooms. Monday 12:15 to 1:30 is the Black Board Lunch, Tuesday after 3:30 is Physics Colloquium, and MWRF 3:15-3:30 is the afternoon cookie time. These are blackouts. When we have a KITP colloquium or a Journalist in Residence, we will black out Wednesday 2-3 pm as well.

Weekly Scheduling Process:
The Business Officer (BO) does all of the room assignment for the KITP, scheduling meeting rooms mid-week for the following week. The BO coordinates the requests from all of the programs, as well as other activities within the building. During periods of heavier use, scheduling may be done further in advance. A review schedule is circulated to coordinators prior to being finalized. Once you've reviewed and approved, it is distributed to our A/V staff.

You, the program coordinators, use your Wiki to describe the type of event, and the speaker list and titles for these pre-approved times and locations. The Conference Assistant (CA) sweeps your Wiki on the Friday afternoon prior to the relevant week so as to make the KITP Calendar. Hence, on the weekend prior to the week, everyone at KITP (and beyond) can see all the activities. If you modify a speaker or a talk title during the week of the events, you must email the CA directly so that the KITP calendar will be up to date.

The BO's schedule is the "master" schedule against which other scheduling is checked. Good schedule curating is vital to ensure that there are no conflicts in room users, that needed A/V is set and operating, and that your sessions are recorded. Of course, we understand that last-minute needs do arise, and ask that you contact the BO as soon as you are aware of these needs, so that we can accommodate them as well as possible.