9th Floor Rubloff Conference Room Policy

The conference rooms on Rubloff 9 include: the Lake Shore Conference Room, Chicago Conference Room, the Fairbanks Conference Room, and the Superior Conference Room. These rooms are managed by the Office of Development & Alumni Relations and all questions regarding the space should be directed to the Reception desk of the FSM Development and Alumni Relations Office at (312) 503-8933.

Reservations

- Development & Alumni Relations reserves the right to reassign a confirmed reservation should an unforeseen priority arise.
- The conference room is not open to the public, staff or students without a reservation.
- It is suggested that you build into your meeting request a cushion of time (approximately 15 minutes) before and after your meeting for set-up or clean-up time or to avoid the possibility of your meeting or a prior meeting going over time.

Conference Room Hours and Room Use

- Conference room hours are from 8:30 a.m. – 4:30 p.m. Monday through Friday.
- Conference rooms are for business meetings - No classes, student seminars, parties, retreats, social activities are allowed.
- Conference rooms should be left clean and orderly upon close of meetings and not doing so may result in a clean-up fee charged to chart string provided in the reservation.

AV Assistance

The Fairbanks Conference Rooms is the only conference room that has AV capabilities. If AV assistance is required, it is the requesters' responsibility to obtain AV support at least 48 hours in advance of the meeting. For AV Support in the Fairbanks Conference Room, please contact NUART at smartcls@listserv.it.northwestern.edu or at x7-ROOM.

Please note: the remaining 9th floor conference rooms do not have the following:

- Projectors, laptops, cables, cords, stands or speakers; all technical items are the responsibility of the requester and we do not provide any technical support.

The rooms do have the following:

- Single line basic speaker phones in two 6-seat conference rooms; the larger rooms, Lake Shore and Fairbanks have a Polycom IP 7000 phones
- Projection screens or a white board
- NU wireless capabilities and also wired access plug-in