

Chamberlain Student Center Room 129

Event Name: _____

Event Date: _____

Event Start Time: _____

Organization: _____

Event End Time: _____

Event Contact Name: _____

129-Conference

The diagram illustrates the layout of Room 129, which is U-shaped. The seating and reservation spots are as follows:

- Top Wall:** Two spots labeled 1 and 2.
- Left Wall:** Five spots labeled 2, 1, 2, 1, 2 from top to bottom.
- Right Wall:** Five spots labeled 1, 2, 1, 2, 1 from top to bottom.
- Bottom Wall:** Four spots labeled 2, 1, 2, 1 from left to right.
- Center:** Two vertical columns of three rectangular tables each, facing each other.
- Entrances:** One on the left wall and one on the right wall.

All reservations in this space come standard with a laptop and projector screen. Please use the space below to indicate any additional set up requests. This form must be submitted **at least one week (5 business days)** prior to your event date.