

WALLIS ANNENBERG CONFERENCE ROOM GUIDELINES

Room Description

The Wallis Annenberg conference room is located in the Social Science and Media Studies (SSMS) building (Bldg. 276), room number 4315. The Annenberg space boasts a beautiful patio with ocean views and overlooks the campus pool. The room has a large conference table that can be reconfigured to accommodate specific needs. Common table configurations are listed below, and please see floorplan layouts for further information:

- Standard configuration – Ten tables that are set up in a square with an opening in the middle. Two tables have access to power. There are 28 chairs around the table and 12 chairs along the walls for a total of 40 seats. 11 additional chairs are available on request.
- Lecture Style – Tables removed and stored; additional chairs set up in rows of four with an aisle down the center. Chairs can also be lined up against the walls. There are 51 chairs available. Additional chairs can be rented from Furniture services to accommodate a total of 60 guest.
- Lecture Style with Tables – Tables are set up in rows and accommodate 2-3 people at each table.
- Panel – Tables are set up in the front for a panel review with rows of chairs set up behind the tables.

Furniture reconfiguration arrangements must be made with UCSB Furniture Services (FS) via email at FurnitureServices@ucsb.edu. Events requiring furniture to be reconfigured will not be approved without confirmation from FS. Please add the previous and following business days to your reservation request to allow time for FS to reconfigure and return the furniture to the original layout.

There is also a pantry room with a full-size refrigerator/freezer and microwave. Food is allowed in the conference room and on the patio. Catering of meals and receptions is permitted in the room. Users are responsible for cleaning up all food debris; if any damage is done to the rooms, your account will be charged for repairs. For information on catering at UCSB, please see the [UCSB Interim Food Service Policy](#) and visit this [website](#).

Room Usage

The Wallis Annenberg conference room is available for campus-wide academic and other special academic-related events sponsored by campus departments, programs, and other academic units. It is not considered a working conference room and is not available for individual or student-initiated use requests, regularly occurring meetings or classes, or department social gatherings. Suitability of a particular event for the Wallis Annenberg Conference Room shall be determined on a case-by-case basis through the LTSC Space Management Department.

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Academic uses may include, but are not limited to, the following:

- Department Chairs meetings, special exceptions only (quarterly luncheon or yearly state of the Division)
- New Faculty Orientation
- Guest Speakers and Scholars
- Roundtable discussions
- Academic, Departmental workshops

Exceptions to room usage must be approved by the College of Letters and Science (LTSC) Executive Dean via LTSC's Space Management's office.

Policy for Reserving a Room

The Annenberg Conference room can be reserved by faculty or staff by emailing reservations@ltsc.ucsb.edu or by filling out the Wallis Annenberg Room Request Form. Reservations are not automatically approved and they are carefully reviewed. The room is available Monday – Friday from 8:00 am to 9:00 pm, and by special arrangement on the weekends.

When reserving the room, please note the following:

- The maximum occupancy capacity with furniture in the room is 51 people
- The maximum occupancy capacity with no furniture in the room is 100 people
- Reservations must be made a minimum of 5 days in advance
- On the reservation request be sure to:
 - Provide a descriptive title of the event
 - Include any setup or cleanup time in your room request, as a prior event may last until the start of your meeting or the following event may start immediately after yours ends
 - If room configuration, see Room Description above, information and FS confirmation if applicable.
- The room reservation may be declined due to scheduling conflicts or if the event does not meet the room usage requirements. However, you will be notified by email of the rejection so you can locate a new room.

LTSC departments have priority scheduling of these conference rooms in the event multiple events are requested for the same time frame(s). Requests received from UCSB units and programs outside of LTSC will be reviewed on a case-by-case basis once an accurately completed reservation request has been submitted.

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If you don't find an answer to your question on this list, or have a special request, please contact reservations@ltsc.ucsb.edu

Code of Conduct Rules

- Do not occupy or access the room if you haven't reserved it.
- Do not leave belongings in the room before or after your scheduled reservation times.
- Please respect end times. Vacate the room promptly in order for the next reservation event to start on time.
- Be courteous to others. Clean up the space, including papers, trash, food and return furniture to the original arrangement. Wipe up any food or drink spills. Leave the space ready to use for the next event.