

Seminar room user guide

Seminar room can be used for

- Regular meetings of FMC, MNB, MCM research groups and Department 11 (Heller, Mortet, Lejcek, Heczko)
- Occasional meetings of research groups from section 2 (heads of the groups)
- Occasional FZU activities (FZU secretariat)
- Occasional meetings with Department and Section visitors (Sittner, M. Boháčková)
- Occasional special events (Sittner, M. Boháčková)

Booking the seminar room

- Seminar room can only be used if time slot for the meeting is booked in the Calendar <http://ofm.fzu.cz/node/386>.
- Gmail address is needed to be able to book the meeting in the calendar
- If time slot is available, it can be booked from mobile phone before entering
- Bookers are responsible for the cleanliness of the room and potential loss of equipment. It is intrinsically expected that the bookers attend the meetings (except of the secretary M. Boháčková)

The Bookers (Persons entitled to book meetings and hold the room key) are:

Boháčková M., Šittner, Heller, Lejček P., Mortet, Kopeček, Heczko, Hlinka, Kolorenč, Hamplová, Šimek, Klementová, Boháčková P., Waňková, Korblerová, Kužel, Novotná, Kamba

The meetings

- Bookers will open the room for the guest,
- check if all equipment is there and the room is clean, if not will inform M. Boháčková
- please be quiet during the meetings = consider that the sound isolation of the room is poor and all said in the room is heard outside and disturbs others
- check if all equipment is there, white board is clean and clean the room after the meeting is over
- repro any irregularity to the secretary M. Boháčková immediately otherwise the booker will be held responsible
- lock the room
- the scheduled meetings which are cancelled have to be deleted from the calendar day

No-show

No-shows are penalized. The booker who booked the meeting which turned to be a no-show has to pay 100 Kc fee to the department secretary M. Boháčková, before he/she can make another booking. The collected fees will be used to improve the seminar room services.

Happy meetings