Meeting Rooms

Conference Rooms – CP-114A/B and JSB-161N

All conference rooms have projector capabilities and large white boards.

- CP-114A is the south side of the room and is set up “conference style,” with chairs surrounding a group of tables. This space can accommodate 30.
- CP-114B is the north side of the room and is set up “seminar style,” with chairs in rows facing the screen/white boards. This space works well for group presentations and can also accommodate 30-40 comfortably. Microphones are available for use on this side of the conference room. (See a Department Manager in CP-125 to request)
- CP-114A and B can be combined to create one large room. Department staff will take care of moving the divider when an event calls for the entire space; otherwise, the divider will remain in place.
- JSB-161N is a boardroom-style conference space with seating for up to 35.

Team Room – CP-114C

- This room also has a white board and a monitor for presentation purposes, and it can accommodate up to 12 people.

----For a visual representation of room layouts and amenities in the Chemistry-Physics Building, please see the diagram below. ----

To Reserve

- Email chemistry@uky.edu or see a Chemistry Department Manager.  
  o Please specify which room/side you would like to reserve. 
  o If you do not specify a side in CP-114A/B, the default is Side A. Your reservation confirmation will note the side that is reserved. 
- Echo 360 is installed on both sides of CP-114A/B. If you wish to set up a recording, please contact chemistry@uky.edu at least 1 week prior to your event. 
  o MAC users: You must set your screen resolution to 1024 x 768 for the Echo system to capture video during your presentation. 
- View-only calendars can be found under the “Calendars” heading on this page. 
- Access card(s) can be obtained by a Department Manager in CP-125.

Reservation Policy

- When the calendar has been opened for the coming semester, the Department will be notified via email.
- If an event will occur outside normal business hours, a Chemistry faculty or staff member must be present.
- Reservations are made on a first-come, first-serve basis, with the following exceptions:
  o Department events, including seminars and faculty meetings take precedence.
  o Between the hours of 9am and 4pm, the Team Room (CP-114C) is a dedicated space for exams, special committee meetings, and other events of a non-recurring nature.
- For exams, you may reserve the facilities for up to 3 hours at a time; for other meetings, up to 2 hours.
- If you no longer require the reservation, please notify a Department Manager or send an email to chemistry@uky.edu immediately.
Room Usage Policy

- Leave the space in the condition in which you found it, or better. As part of this, please turn off the lights when you are finished.
- Do not prop open the doors without prior approval.
- Department staff will take care of moving the divider when an event calls for the entire space; otherwise, the divider will remain in place.
CP-114

A

Approximate Chair Count: 30

B

Approximate Chair Count: 40

C

Approximate Chair Count: 10

Podium

Echo Video Capture Angle

Note: Echo mic will only pick up sound at the podium