ISTL Conference Room Policy

The Institute for the Science of Teaching and Learning exists to conduct and facilitate use-inspired research related to teaching and learning. The institute offers five of its conference rooms for the use of its research affiliates. The conference rooms may be used for meetings, planning sessions, thesis defense, training programs, and other activities that are related to teaching and learning research. If your room use is not related to teaching and learning research, we would request you use other room booking services.

We take the utmost care in accommodating departments across the university that request use of our space and provide assistance whenever possible, but there are certain constraints we place on our space in order to continue to provide these accommodations outside of our own functions.

Reservations should be made one (1) week in advance to ensure all needed resources are available. Reception staff can be of assistance in unlocking the rooms, answering calls, or directing visitors to the proper location. We are happy to accommodate exceptions on a case-by-case basis.

Reservations are only accepted via the online Reservation Request Form and are on a first-served basis, dependent upon the date and time the form is submitted. Your reservation is official upon receipt of a confirmation e-mail sent by ISTL, typically within 48 business hours of your request.

All cancellations must be sent to ISTL@asu.edu at least 24 hours prior to the scheduled reservation.

There is no limit to the number of times the conference rooms can be booked during any 30-day period by an affiliated ISTL member. However, if such reservations regularly prevent other affiliates from using the conference rooms, the ISTL Administration Office will make scheduling adjustments to promote use by as many affiliates as possible. Rooms may only be reserved by ASU faculty/staff/departments and may not be reserved or used by a student unless it is under the direction and accompaniment of ASU faculty or staff.

Conference rooms are available Monday through Friday from 8:30 am to 4:30 pm. Please indicate the time your meeting starts on the reservation form. Your room will be available to you beginning approximately 30 minutes prior to the meeting start time and held for you until 30 minutes past your meeting start time.

Conference rooms must be left in a clean and orderly condition: chairs in order, boards clean, and trash/recyclables placed in the appropriate container. Catering or any food and beverages must be cleaned up immediately after the scheduled event. Failure to clean or make appropriate arrangements for cleanup may result in loss of reservation privileges.

Affiliates holding meetings in the conference room assume all responsibility for damage to equipment and facilities during their reservation time. ISTL is not responsible for equipment, materials or personal belongings left in the conference rooms by users.

ISTL is able to provide IT support via the Research Technology Staff (RTS), however, it is the responsibility of the affiliate to clearly state on the reservation form the exact IT support needed. A member of RTS will contact you after the event is confirmed with any questions they may have about the service you have requested. Tech support will be available beginning 30 minutes prior to you meeting start time (or closer) depending on the help requested. Exceptions to this will be considered on a case-by-case basis.

No signs, banners or flyers are to be affixed or attached to the walls, ceiling, windows, or any piece of ISTL property.

All reservations are granted at the discretion of ISTL. ISTL reserves the right to cancel a reservation at any time for any reason including, but not limited to anticipated departmental use, conflicting event(s), scheduled repairs or maintenance, revocation of reservation permissions, and past-due equipment check outs.

The ISTL Administration Office is authorized to deny further use of the ISTL facilities to any affiliate that violates the ISTL Conference Room Policy and Rules. General misconduct, misuse, or abuse of or directed towards ISTL staff, equipment, meeting space, or other entities pertaining to or belonging to ISTL may result in revocation or suspension of reservation privileges.

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