

Life Sciences Research Conference Room Rental Registration

Rooms	Date(s) Requested	Approximate number of attendees	AV requests (see list below)	Event Start and End Time
LSRB 1010				
LSRB 1143; X-Ray Optical Systems, Inc. Conference Room				
LSRB 1144; Stewart's Shops Conference Room				
LSRB 2101				
LSRB 2094; Roth Conference Room				
LSRB 2095; D'Ambra Auditorium				
LSRB 2095E; Auditorium Breakout Area				
LSRB Front Atrium				
LSRB Stuyvesant Plaza Atrium				
LSRB Courtyard				

Audio Visual Equipment:

PC (with Powerpoint) Assisted Listening Devices	Laptop Connection Telephone	Projector Teleconferencing	DVD Video Conferencing	Microphone
Name:		Department:		
Telephone:		Email:		
Billing Address:		Account Number:		
Title of Event:		Purpose of Event:		
Catering :		Y N	(Whalen) Furniture Rental :	
Will you be charging attendees a fee?		Y N	Y N	
User Signature:		Date:		
LSRB Management Signature:		Date:		

Return this form to Jessica Domery -
 LSRB 1065
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 Email: jdomery@albany.edu