

SSE ENG ATRIUM GUIDELINES

- Requests for furniture movement or additional furnishings must be coordinated through [Conference and Event](#) Services. Furniture must be returned to the original position.
- For all AV requirements (including screens, audio and/or video), event organizers must contact [Com Media](#) directly; AV is not supported through the Schulich School of Engineering team.
- Waste management: Garbage and recycling bins are required when there is catering/food, and can be requested via [Facilities Service Request](#). Costs are the responsibility of the group booking the event.
- Risk Management and Insurance: Event organizers must review Risk Management and Insurance requirements to determine whether the event must be registered. For guidance, consult the University of Calgary [Risk Management and Insurance](#) team.