

## SSE ENG 207 Guidelines

- Requests for furniture movement or additional furnishings must be coordinated through [Conference and Event Services](#). Furniture must be returned to the original position.
- Technology Requirements: All event organizers who have not previously used the AV system or screens are required to complete AV training prior to the event. Training must be scheduled before the day of the event and can be booked through Hector Alzate [hector.alzate@ucalgary.ca](mailto:hector.alzate@ucalgary.ca). On-site technical support will not be provided.
- Waste management: · If catering is organized; garbage must be arranged. Event organizers/leads are responsible for removing all waste brought into the room. Garbage and recycling bins can be requested via [Facilities Service Request](#). It is required to provide the booking confirmation of the garbage request to [sserooms@ucalgary.ca](mailto:sserooms@ucalgary.ca) for a copy.
- Furniture & Equipment: furniture in ENG 207 should not be moved, the tables are arranged to support the audio microphones in the ceiling, and the room must remain as is.
- 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.