

Conference Room: Policies and Procedures

Purpose:

The conference room is designed to facilitate meetings, workshops, seminars, and presentations, providing members of the Schulich Startups community with a professional environment to conduct small capacity events to pitch, collaborate and share ideas.

Who can use this space?

- Schulich Startups Founders (registered with the EIR) and VC's
- SVC & SEC Student Clubs (with an active Schulich Startups partnership agreement)
- Schulich Startups Sponsors
- ENTR Instructors (for special group meetings)
- Reach out to info@schulichstartups.com for any special requests

Reservation:

- The conference room must be reserved in advance using the Schulich Startups room reservation system using the private link: [Book here](#)
- Reservations can be set from 30 minutes to full-day time slots.
- The minimum notice for reserving a seat is 24 hours, with a look ahead period of two months.
- Repeated last-minute cancellations or no-shows may result in booking privileges being suspended.
- Please let a member of our team know when you have arrived to use the conference room and do not overstay your reserved time.

Equipment:

- The conference room is equipped with a [projector/screen], a whiteboard, and a conference table with [8 or 10] chairs.
- Wi-Fi can be accessed through AirYorkPlus or AirYorkGuest.
- Feel free to bring and use your own personal equipment. However, we will not be responsible for ensuring compatibility or for any damages or losses.

Usage:

- The conference room is specifically designed to facilitate group meetings, workshops, seminars, and presentations. It is not intended for individual use or as a personal workspace.
- Snacks and beverages in sealed containers are permitted. Please ensure that any mess is cleaned up.

- All activities in the conference room must adhere to the Schulich School of Business code of conduct and be in line with the school's values.

Check-out:

- Ensure the room is returned to its original state: chairs pushed in, equipment turned off, and waste disposed of.
- Return any borrowed equipment or materials.
- Schulich Startups is not responsible for any items left behind in the conference room. Check thoroughly before leaving.

By booking the conference room, you acknowledge and agree to abide by these policies and procedures.

Reach out to info@schulichstartups.com if you have any queries or concerns.