Conference Rooms

Crerar conference rooms can be scheduled from the Computer Science Room Scheduler. Anyone with a CS account should have access to this site, but only faculty and PhD students have access to schedule conference rooms. The CS Admin staff also have access to reserve rooms and can make reservations on the behalf of others. To contact them, e-mail jcl-reservations@cs.uchicago.edu.

Note: If you are a **new** faculty or full-time staff member in the CS department, you will need to log in at least once and then send in a ticket so we can enable the proper permissions on your account to make a room reservation.

Focus rooms which are unoccupied and not otherwise reserved can also be reserved for immediate use by using the scheduling panel mounted outside the door (if equipped). Due to limited availability, conference rooms are only available for use with an advance reservation.

Guides

Here are some quick resources on using AV equipment:

- Connecting your laptop in the conference rooms
- Using Zoom in the conference rooms
- Slides on making hybrid presentations in conference rooms (presented at CS Town Hall 2021-10-15)

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https://howto.cs.uchicago.edu/ - **How do I?**

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