

## Reid Library Seminar Room

The Reid Library Seminar Room, is available to UWA staff and UWA Guild affiliated student groups for the purposes of UWA teaching, research or community engagement.

The Seminar Room is centrally located on the first floor and offers:

- A large, flexible space for up to 49 people in theatre configuration
- Workshop layout option with 6 large tables (36 person max with this configuration)
- The Seminar Room is available to library users as collaborative study space when not booked.

## Booking The Seminar Room

Booking requests can be submitted via:

<https://library-uwa.libcal.com/reserve/spaces/reidlearningspaces>

Bookings can be made up to 12 months but no less than 48 hours in advance and for a total of up to 4 hours a day. The minimum number of participants required to book a space is 15. Please remember to include set-up and re-set/clean time in your booking.

## Room configuration

The default setting for the Seminar Room is a workshop arrangement, with 6 tables arranged around the room. Each table seats up to 6 people (36 people total).

The total number of people that can be accommodated depends on the configuration, with a maximum of 49 seated people in theatre configuration.

Standard seating configurations are outlined in Appendix A – Room Configurations.

If any other room configuration is required, this must be stated at the time of booking and is conditional on available furniture and must comply with OH&S guidelines.

## Technology

Presenter Technology in the **Seminar Room** includes:

- Microsoft Teams and Echo recording capabilities
- BYOD connectivity:
  - USB-C/HDMI to connect to projector
  - USB-A to connect to room camera and microphones
- Projector, drop down projection screen and side display to facilitate hybrid sessions
- Selectable wireless lapel microphone (available for loan from the Information Desk) and ceiling mounted audience microphones
- Whiteboard
- Cameras:
  - Presenter
  - Audience
  - Whiteboard
- Adjustable smart lighting controls

## Support

Please make yourself known to Library staff at the Reid Library information desk on the ground floor as you arrive for your booking, and again when you leave. Staff at the information desk can also provide support relating to facilities and technology during your booking, or escalate an issue as required.

## Setting up

We recommend you book the space allowing adequate time for your own setup.

Library staff will assist UWA staff in closing operable walls (if required) setting up tables and chairs according to your chosen seating configuration before your session.

Guild affiliated student groups using the space must set-up and re-set the room configuration independently. Closing of operable walls is available upon request.

A wireless lapel microphone for presenters is available for loan at the Information Desk.

## Packing up

Library staff will assist you to re-set the furniture configuration if required. Please leave the room free from rubbish and take everything you brought with you when you leave. If you expect the event will require additional cleaning, pre-arrange a cleaning request with campus management at event set-down. If any items in the room are not working, please advise Library staff.

## Consumption of food/drinks

Catering is generally not permitted in the Seminar room. If you require a space where food can be consumed a separate request may be submitted for approval to use a Function Space if one is available.

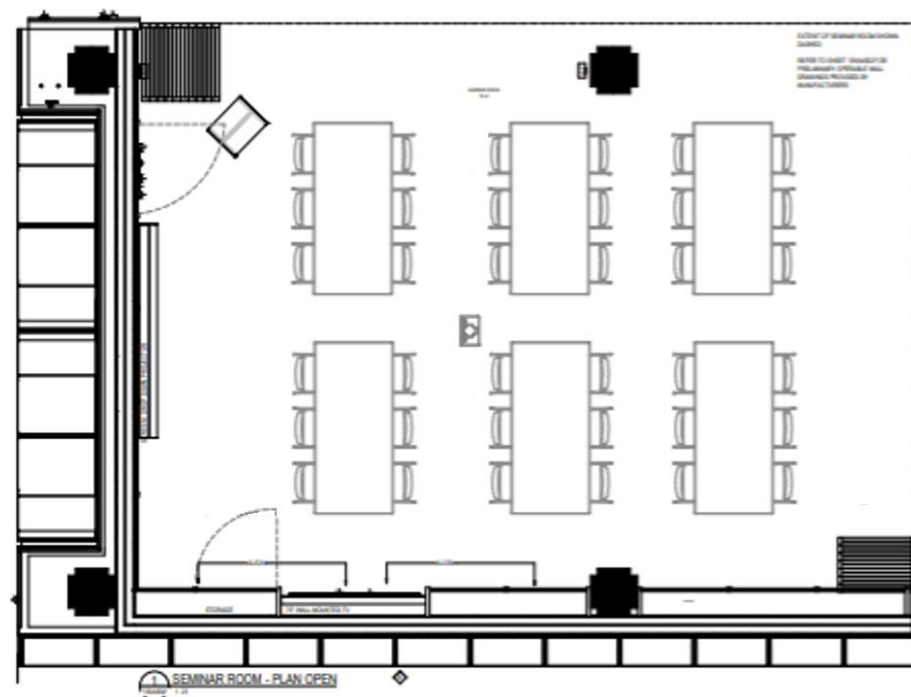
Please abide by the Library's [food and drink policy](#). A filtered hot/cold water tap is located on the first floor near the NW stairwell.

## Fees

You must let us know if a fee is being charged to participants attending your event.

## Appendix A – Room Configurations

### Workshop/Collaborative Configuration



## Theatre Configuration

