



SCE Office Tips: Conference Room Etiquette

Here are some tips that will help make using the conference rooms a positive experience for all SCE staff and our guests.

1. Leave the conference room clean.

Clean up after yourself and your guests, and remember to put everything back the way that you found it. Use this check-list to make sure everything is covered.

- Return all tables and chairs to their original position.
- Clean up all food and drink, and wipe down tables.
- Turn off lights and digital display monitor.

2. Reserve enough time for your meetings.

It's bad business for everyone to have your meeting barged in on by the person with the next reservation slot.

3. Do not use a conference room without a reservation.

Most conference rooms have a mechanism for reserving the room. Please do not use a conference room without first making a reservation, even if the room is empty. Small Conference Rooms 02 and 40 are flex rooms that are not able to be reserved, and can be used at any time, without a reservation.

4. Take care not to double book conference rooms.

Read the conference room reservation calendar carefully and make sure that you do not inadvertently double book conference rooms. Instructions for booking rooms are available on the Staff Resources section of the SCE website.

5. Book your conference room early. Cancel early, too.

When you schedule a meeting, reserve your conference room. In shared office space, conference rooms are usually available if you reserve them a few days in advance. If your meeting gets cancelled, don't forget to cancel your conference room reservation immediately.