

As we settle into our new space, there is a need to clarify how rooms in the building will be managed.

Please note that while only specific people have booking capabilities for each of the rooms' calendars, everyone is able to view them via Outlook Public Folders. Although certain areas have priority for certain spaces, we will ensure to optimize usage of all of the rooms.

Outlined below are each room's booking procedure/contact person:

Meeting Room 501 and Dean's Meeting Room 523 (capacity: 12 persons)

-email rmbooking.dentistry@mcgill.ca or call reception (Sharina Patel or Anush Nersisyan) at 514-398-7203 ext. 09246

Oral Health & Society Meeting Room 540 (capacity: 12 persons)

-contact Nicolas Drolet (email : nicolas.drolet@mcgill.ca | phone : 514-398-7203 ext. 0199)

-priority goes to Oral Health & Society activities

Teaching and Learning Spaces – Active Learning Classroom 102 (capacity: 48 persons) and Large Seminar Room 547 (capacity: 40 persons)

-contact Nikoo Taghavi (nikoo.taghavi@mcgill.ca | 514-398-7203 ext. 00061), Emil Briones (emil.briones@mcgill.ca | 514-398-7203 ext. 09308) or Geni Angelopoulos (geni.angelopoulos@mcgill.ca | 514-398-7203 ext. 09988)

-priority goes to DMD classes

Please let me know should you have questions regarding this matter.

Many thanks,

Emil

Emil Briones

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