EBC CONFERENCE ROOM SCHEDULING

Atrium Desk employees act as the Primary Conference Room Schedulers; Judy Yeates is the back up scheduler. You can contact Atrium Desk employees at 801-585-6013 or via email. Judy can be reached at 801-581-3100 or [judy.yeates@utah.edu](mailto:judy.yeates@utah.edu) .

Atrium Employees are primary contacts for the following rooms:

Credit Union Conference Room

Dumke Board Room

Harris Conference Room

SPC Conference Room

Taylor Conference Room

Redd Room

Cindy Najarro, 801-585-7790 or Joleen Hale, 801-581-4647 are primary contacts for the following conference rooms:

UETN Conference Room

Tech Services Conference Room

Contact the following employees for other conference rooms:

KUER conference area: Staff can schedule on the outlook calendar or talk with Amy Fowler 801-581-6674 for guidelines

Green Room: Wil Montoya 801-585-5787

Production Room: Susan Doi 801-581-3251 or Wil Montoya 801-585-5787

Studio and Studio Vehicles: Wil Montoya 801-585-5787

The "New Appointment" feature should not be used when attempting to reserve a conference room. This feature has caused over booking or conflict scheduling. Please contact Atrium Desk employees at 801-581-3100 to schedule conference rooms.

If the "New Appointment" reservation is received on a conference room schedule it **will be declined, you will be contacted by Atrium employees regarding room reservation**.

If you have any questions please contact Judy Yeates (1-3100).

Updated by Christy Dunn, 3/12/19 and Judy Yeates: