



## Countway Classroom Space

Please submit this form at least 48 hrs in advance of your event to Luciana Witowski at [luciana\\_witowski@hms.harvard.edu](mailto:luciana_witowski@hms.harvard.edu)

Contact Name:

Requested Date:

Start Time:

End Time:

Meeting Title | Purpose:

# of Guests Attending:

Classroom Space Requested -  102  103  Both \*\*\*see room parameters below

33 Digit Billing Code (for Custodial Services):

How would you like the room(s) set up?

Event Style (rows of chairs with podium at the front)

Classroom Style (tables with chairs facing projector screen)

Will you require extra tables?

Will you require trash removal after your event?

**Room parameters:**

event style room 102- max capacity is 50

event style room 103- max capacity is 40

event style both rooms- max capacity is 90

classroom style room 102- max capacity is 24

classroom style room 103- max capacity is 18

classroom style both rooms- max capacity is 42

All AV or WebEx requests should be sent directly to Media Services: [ITServiceDesk@hms.harvard.edu](mailto:ITServiceDesk@hms.harvard.edu). The Classroom spaces offer presentation capability as well as telepresence/WebEx services/ Zoom. White boards and podium set-up are available.

Room reservations are to be made only by individuals who obtain an HUID. If not all attendees obtain an HUID, a list of these individuals must be printed and given to the Security desk prior to the start of your event.

The only food and drink allowed must come from RA Catering

Your request will be reviewed, and you will be notified via Outlook calendar invitation if the room is available for your intended event.

Thank you for your cooperation.