
Wallis Annenberg Conference Room SSMS 4315

Room Description

The Wallis Annenberg conference room is located in the Social Science and Media Studies (SSMS) building (Bldg. 276), room number 4315. The Annenberg space boasts a beautiful patio with ocean views and overlooks the campus pool. The room has a large conference table that can be reconfigured to accommodate specific needs. Common table configurations are listed below, and please see floorplan layouts for further information:

- Lecture Style – Tables removed and stored; additional chairs set up in two rows of five with an aisle down the center. Chairs can also be lined up against the walls.
- Lecture Style with Tables – Tables are set up in rows and accommodate 2-3 people at each table.
- Panel – Tables are set up in the front for a panel review with rows of chairs set up behind the tables.

Furniture reconfiguration arrangements must be made with UCSB Furniture Services (FS) via email at FurnitureServices@ucsb.edu. Events requiring furniture to be reconfigured will not be approved without confirmation from FS. Please add the previous and following business days to your reservation request to allow time for FS to reconfigure and return the furniture to the original layout of the conference room table in the center of the room with 28 chairs.

Room Usage

The Wallis Annenberg conference room is available for campus-wide academic and other special academic-related events sponsored by campus departments, programs, and other academic units. It is not considered a working conference room and is not available for individual or student use, regularly occurring meetings or classes, or department social gatherings. Suitability of a particular event for the Wallis Annenberg Conference Room shall be determined by the LTSC Space Management Department.

Academic uses may include, but are not limited to, the following:

- Department Chairs meetings
- New Faculty Orientation
- Guest Speakers and Scholars
- Roundtable discussions
- Academic, Departmental workshops

Exceptions to room usage must be approved by the College of Letters and Science (LTSC) Executive Dean via LTSC's Space Management office.

Catering

There is a pantry room with a full-size refrigerator/freezer and microwave. Food is allowed in the conference room and on the patio. Catering of meals and receptions is permitted in the room. Users are responsible for cleaning up all food debris; if any damage is done to the rooms, your account will be charged for repairs. For information on catering at UCSB, please see the [UCSB Interim Food Service Policy](#) and visit this [website](#).

Policy for Reserving a Room

The Annenberg Conference room can be reserved by faculty or staff by emailing reservations@ltsc.ucsb.edu or by filling out the [Wallis Annenberg Room Request Form](#). Reservations are

not automatically approved and they are carefully reviewed. The room is available Monday – Friday from 8:00 am to 9:00 pm, and by special arrangement on the weekends.

When reserving the room, please note the following:

- The maximum occupancy capacity with furniture in the room is 60 people
- The maximum occupancy capacity with no furniture in the room is 100 people

Reservations must be made a minimum of 5 days in advance.

On the reservation request be sure to:

- Provide a descriptive title of the event.
- Date and TIME of the event.
- Include any setup or cleanup time in your room request, as a prior event may last until the start of your meeting or the following event may start immediately after yours ends
- If you plan to reconfigure the furniture, see Room Description above, information and FS confirmation if applicable.
- The room reservation may be declined due to scheduling conflicts or if the event does not meet the room usage requirements. However, you will be notified by email of the rejection so you can locate a new room.

LTSC departments have priority scheduling of these conference rooms in the event multiple events are requested for the same time frame(s). Requests received from UCSB units and programs outside of LTSC will be reviewed on a case-by-case basis once an accurately completed reservation request has been submitted.

If you don't find an answer to your question on this list, or have a special request, please contact reservations@ltsc.ucsb.edu

Keys

Prior to the confirmed reservation time, the keys must be checked out from the College of Letters and Science Administration in Cheadle Hall 2217 between the hours of 9:00 am-4:00pm Mondays through Fridays. Keys must be returned as soon as the event and clean up are complete. Following an evening event, the keys may be returned to the key drop box located on the second floor of Cheadle Hall, on the wall past the elevators or the following business day. For an early morning reservation, the keys should be picked up on the previous business day during office hours. The room is often scheduled back-to-back and users rely on the promptness of previous users.

Code of Conduct Rules

Do not occupy or access the room if you haven't reserved it.

Do not leave belongings in the room before or after your scheduled reservation times.

Please respect end times. Vacate the room promptly in order for the next reservation event to start on time.

Be courteous to others. Clean up the space, including papers, trash, and food, and return furniture to the original arrangement. Wipe up any food or drink spills. Leave the space ready to use for the next guest.

Technology

The room is equipped with AV running on a Mac Mini. The computer has a wireless keyboard and mouse. There is a USB port located in the wall above the counter near the control system touch screen. There is also a camera that can be connected to the macMini for hosting Zoom meetings.