

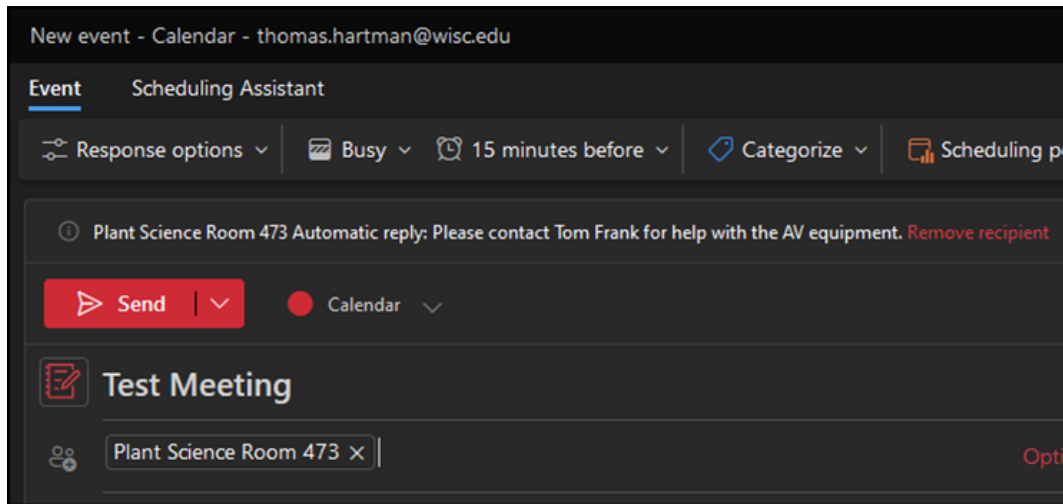
Department of Plant and Agroecosystem Sciences (DPAS)

Room Reservation Guidelines

Rooms 128, 136, and 247 are departmental classrooms. Reservations can only be made in these rooms once the semester has started.

Request a room:

1. Open your online O365 email account
2. Go to the Calendar section
3. Click New Event
4. In the New Event window, invite "Plant Science Room XYZ"
5. Add an event title
6. Click Send
7. Wait for a confirmation email before using the room



Calendar Name	Public Calendar Link	Notes
Moore Hall Room 136	Link	Classroom; Seats 15
Moore Hall Room 346	Link	Conference Room; Seats 15
Moore Hall Room 462	Link	Conference Room; Seats 25
Plant Science Courtyard	Link	Contact Erik Duerr, erik.duerr@wisc.edu , 608-516-8683 for assistance with reserving
Plant Science Drying Ovens	Link	Contact Erik Duerr, erik.duerr@wisc.edu , 608-516-8683 for assistance with reserving
Plant Science Hoods 310	Link	Contact Erik Duerr, erik.duerr@wisc.edu , 608-516-8683 for assistance with reserving
Plant Science Room 128	Link	Classroom; Seats 50
Plant Science Room 247	Link	Classroom; Seats 24
Plant Science Room 320	Link	Conference Room
Plant Science Room 473	Link	Conference Room; Seats 50