Booking FHS Meeting Rooms & Classrooms

FHS Meeting Rooms

All faculty, staff and research personnel are welcome to use available FHS meeting rooms. Currently only continuing staff and faculty members are able to book the meeting rooms in SFU Outlook. Please note that we do not currently have the capacity to add research personnel to our room booking permissions/systems (this is both a software *and* staffing limitation). Therefore, research personnel/groups will need to ask your faculty PI to book any meeting rooms for you, and in addition they will need to provide access for you as our meeting rooms are locked.

To assist with this please refer to FHS/ Blusson Hall Meeting Room Map for room details (including capacity, location, phone/AV info.) and/or the Free/Busy schedule of FHS meeting rooms for availability.

Non-Course Booking of FHS Classroom Space in Blusson Hall

Faculty and staff may book events or activities in FHS classroom space within Blusson Hall via Bratislav Mladenovic, Manager, Undergrad Programs.

Course scheduling still has priority. Courses will also be added to the calendars by our Education Programs group. Courses will be added shortly before the start of semester and are subject to change up to the 2nd week of classes.

NOTE: SFU registrar controlled classrooms are booked via MECS, Meeting and Events Conference Services.

Booking the FHS Vancouver Boardroom (HRBC 2412)

Room Specifications
- Room capacity 10 persons
- AV equipment is also locked inside the meeting room, for use on a self-serve basis.
- This room is within an access-restricted area (suite 2400).

To book the Vancouver boardroom, please send your request to the Receptionist with the details (see below**^**) and confirm that you have arranged for access to the room (usually via a faculty member).

^ *to assist with room booking assistance from others, please include:*

- Date & time (TO and FROM)
- Meeting purpose or title
- Meeting organizer or chair/contact email
- Number of persons expected (approx.)
- Bookings should be requested at least 10 business days in advance