

Updated May 25, 2017

Breakout Room Usage – Point Grey Campus

Please be aware that over 400 students are eligible to use the Graduate Breakout Rooms. The booking policies are in place to ensure that all students have equal opportunity to use these rooms.

1. Graduate Breakout Rooms are for the use of all Robert H. Lee Graduate Students: MBA (full-time & part-time), IMBA, MM, MBAN, MSc and PhD.
2. Graduate Breakout Rooms must be booked via the Sauder web site: <http://booking.sauder.ubc.ca/>
3. Students who fail to arrive for a room booking within 15 minutes of the scheduled start time will have their booking cancelled and the room will be released for booking by others.
4. Rooms can only be booked for groups of two (2) or more. These rooms are not intended for individual study, however if a room is free, it may be used for individual study until the group who has booked the room arrives or another group of two (2) or more wishes to book the room.
 - a. **Please see below for individual study space options and alternative group study spaces.*
5. Each booking must not exceed 4 hours. On the day of their booking, groups wishing to extend the time in their room can do so ½ hour before the end of their initial booking, provided the room has not already been booked by another group. An additional two (2) hours can be added for a total of 6 hours.
6. Bookings must be made by a member of the group who intends to use the room. The room will be booked under this student's own name. Students cannot book rooms for other students.
7. Upon leaving the room, ensure the whiteboard is wiped clean, the table and chairs are in order, and any garbage is properly disposed of. Most importantly, to prevent unauthorized entry into the Graduate Breakout Rooms, ensure the door to your room is locked as you leave. Please see the Robert H. Lee Graduate School Reception if you encounter an issue with the door lock.
8. The Robert H. Lee Graduate School reserves the right to remove booking access from students who contravene these policies.

Additional Study Space – Individual and Group

The Canaccord Learning Commons is available for individual and group study and can be booked at <http://booking.sauder.ubc.ca/>.

The following spaces can be booked online via: <http://www.library.ubc.ca/booking>.

- Koerner Library
- Irving K. Barber Learning Centre
- Woodward Library
- Education Library