



ISC MEETING ROOM RESERVATION PROCESS & POLICIES

Currently the Interdisciplinary Science Cooperative (ISC) is without staff to assist with hands-on reservation requests. To help accommodate requests efficiently please follow these instructions.

ISC Rooms are listed with an Outlook email address and can be scheduled using the "meeting invite" request. Each room has an online calendar link to view availability.

Outlook Email Room Addresses and Online Calendar links

IS Work Room - PAIS 1010 IS-WorkRoom@unm.edu
[Rm 1010 Online Calendar](#)

IS Conference Room - PAIS 2214 IS-ConferenceRoom@unm.edu
[Rm 2214 Online Calendar](#)

IS Co-op Room - PAIS 2120 IS-CoopRoom@unm.edu
[Rm 2120 Online Calendar](#)

IS Viz Lab - PAIS 1005 IS-VisualLab@unm.edu
A specialized research science visualization lab, no online calendar.

Directions to Submit Room Request via Email

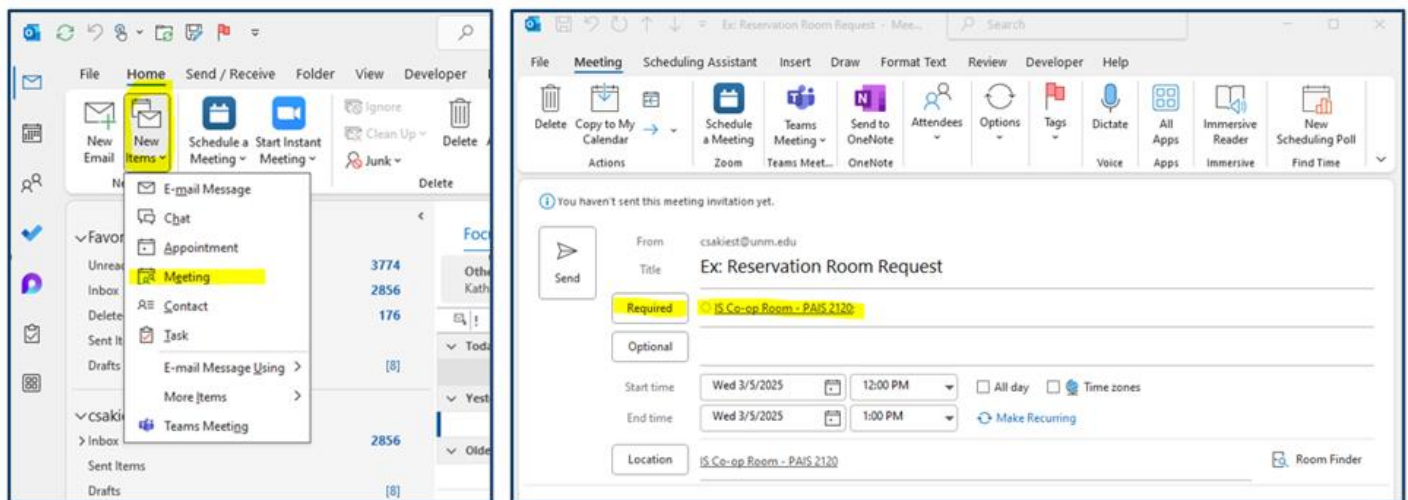
In the New Outlook version, go to "New Mail" dropdown to "Event" and create a meeting invite. In the Old Outlook version, Go to "New Items" dropdown to "Meeting."

Please include the following information in your event request (see Figure 1):

- To: use the room email address.
 - Example: IS Work Room - PAIS 1010 IS-WorkRoom@unm.edu
- Subject Line: write the name of your Event/Meeting
- Location: use the room email address
- Message area: enter the Event Coordinators' contact information and how many are attending the event.

After submitting your room email request, please send Carla Sakiestewa (csakiest@unm.edu) an email notification for her to check the room account email inbox.

Figure 1



Please review the following policies for room reservations in the ISC:

PAIS Proxy Access

PAIS is a highly specialized research facility with Lobocard Proxy Security Access. The ISC allows **two meeting coordinators** to have temporary Lobocard proxy access for the duration of their event for non-Interdisciplinary Science Cooperative (ISC) affiliates. For security reasons we do not provide access to all participants and the interior glass doors remain locked throughout the day. The exterior PAIS courtyard/lobby doors (West side) are open from 9 AM - 6 PM.

Event coordinators are responsible for letting participants into the interior glass doors by the staircase if using an ISC second floor meeting space (2120, 2214) and accompanying them to the meeting location. **Please provide a cell phone number to your event participants so they can alert you upon arrival or designate a person to wait in the PAIS lobby to let participants in and direct them to the meeting location.**

Please provide the following information to Carla Sakiestewa (csakiest@unm.edu) to request Proxy card access for your designated event coordinators.

- Full Name
- Designation (student, faculty, or staff):
- Banner ID#
- Lobocard 5-digit Proxy # (printed on the back lower right of the card)
- Preferred Email:
- Preferred Phone (for emergency use only):

Trash & Recycling

As a part of your reservation, event organizers are responsible for ensuring that trash and recycling is disposed of and removed from the room to help upkeep the ISC. **This is especially important for events serving food.** [Please submit a service request with Facilities Management](#) to request trash and recycling pick up and additional trash bins for the duration of your event if you anticipate this need. If trash and recycling is left in the room after your event, you will be contacted to arrange for disposal.