

# ***UCLA Electrical Engineering***

**Main Seminar Room Request**

**Date:**

Please refer to the [guidelines](#) of the main seminar room before filling out this request.

<b>REQUESTER'S NAME:</b>	
What is the date of your event?	
What time is the event?	
How many attendees are expected?	
Who will be hosting the event (must be a faculty member)?	

**Refreshments are NOT allowed inside the conference room.**

Who will be responsible for the conference room during the event?	
What is the nature of the event?	
What is the title of the event?	
What is the reason that this event cannot be held in one of the other two seminar rooms (57-124 or 67-124)?	

**For department use only:**

\_\_\_\_\_  
**Departmental Approval**

\_\_\_\_\_  
**Date**