Please print and file this message for future reference when reserving a conference room

To request a reservation for a first floor conference room, send an e-mail message to "**FW6 RO 1st Floor Conf Rooms.**" Telephone calls or in-person requests are not sufficient.

The following information MUST be provided in order to reserve a conference room:

Contact name and phone number:
Date(s) of meeting/event:
Number of people attending:
Equipment needed: (AV, electronic white board, computer hookups, etc.)
Name or title of meeting/event:
Set up time:
Beginning time of meeting/event:
Ending time of meeting/event:
Clean up time:

The general hours of operation for the conference rooms are 7:30 a.m. to 4:30 p.m. Please try to coordinate meetings/events during those hours. An earlier start time or a later end time can be scheduled as needed. Provide this information in the initial reservation request. **Keep in mind that the conference rooms are not unlocked until the beginning time of your reservation.** Therefore, it is imperative for you to consider beforehand how much time you will need for setup prior to your meeting/event.

Confirmations will not be sent via email messages. You can confirm your own reservations by accessing the conference room calendar.

The conference room calendar is accessible by selecting the "FW6 RO 1st Floor Conf Rooms" calendar in Lotus Notes. Please use the following steps to access the 1st Floor Conference Room calendar:

Click the calendar icon in Lotus Notes to open your own calendar (located on the left)
Select Tools
Select "Open Calendar"
Type "FW6 RO" and hit enter (or scroll down)
    Helpful hint: Just start typing "FW6 RO" and the "Starts with" window will pop up, do not type into the field at the bottom of the "Open Calendar" window
Select FW6 RO 1st Floor Conf Rooms
Select Okay

You are now looking at the 1st Floor Conference Room calendar

HELPFUL HINT: You can use the 1, 2, 7, 14, 31, or 5-day view functions in the top right corner in order to view more or less information for each reservation/day. You can also look at future month calendars by clicking on the right arrow at the bottom right corner.

The first floor conference room schedule is very busy so it is a good idea to access the conference room calendar to check availability before sending a request for a reservation. You will be able to determine beforehand what date might work best for your reservation request.

If you have reserved equipment for your meeting/event and need training, please contact the help desk at 303-236-7926 or fw6_tech_support@fws.gov for instruction PRIOR to your meeting/event. This will help alleviate last-minute preparations the morning of your meeting/event.

Keep in mind that each conference room has a limited amount of furniture available at this time. If you feel that your meeting/event might need more tables or chairs, please state that in your initial reservation request. Also keep in mind that different room configuration setups provide more or less table space. The U shape or horseshoe configuration is popular but does not allow full use of the table space. Other configurations such as the classroom style should be considered as well.

Furniture can be borrowed from other conference rooms ONLY if those rooms are not reserved during the same time period of your meeting. Borrowing furniture from one conference room to another MUST BE coordinated through either the initial reservation request in email or personally with Theresa, Jodi, or Tami PRIOR to the beginning of the reservation. If you need more tables or chairs than are available, you will need to rent some from an outside source.

Please send all cancellation notices to the conference room email address as soon as you are aware of the cancellation, even if it is after the specified start time of the reservation.

Some reservation requests are being denied due to the rooms being fully booked. Please keep in mind that there are other conference rooms available in the building.

Please do not tape information to the doors, door frames, walls, etc. It peels the paint off and leaves unsightly residue. If you would like to post something, please come to Suite 130 and we will provide approved tape for you to use.

PLEASE NOTE: Depending upon need, your specific conference room assignment is subject to change up to the morning of the reservation. In order to notify participants prior to your meeting, just inform them that your meeting will be in a 1st Floor Conference Room. There is a conference room schedule posted daily in the lobby so attendees are able locate their meetings.

Room configurations and rules are posted in each room. It is the contact person's responsibility to ensure adherence to these rules. Therefore, the contact person MUST BE physically present at the meeting/event in order to facilitate adherence to the rules. It is imperative for the conference rooms to be returned to their original configuration as well as ensuring the room is left clean and tidy in order to facilitate a smooth transition for the next reservation. If the room is not put back into its original configuration or is left untidy at the end of the designated reservation time, a contractor will be hired and the cost will be assessed to the designated division of the person who requested the reservation.