

Report Name: Room Request Report

Department: Computing and Information Sciences

Departmental Chair(s): Robert McDevitt (student), Patrick Bramucci (student), Russell Feldhausen (Faculty Advisor)

Date: November 21, 2013

Friday, April 4th, 2013

- Fiedler Library: The Computing & Information Sciences department would like to request to have exclusive access to Fiedler Library starting at 9:00AM on Friday, April 4th. In the past, the library has been open to students. While we value students having a space to study and work, since the CIS displays are located in Fielder Library and not Nichols Hall, we would like the same time and restricted access to the space for setup that is given to other departments.
- Banner/Sign Space: Fiedler library is tucked away in a darkened corner area of the atrium and is often missed by open house attendees. We would like to be able to draw attention to the displays in Fiedler library by suspending a banner from the balcony on the second floor directly to the left of the library. We would need approximately six feet of balcony space. The banner would have an arrow that clearly points down to Fiedler library so there is no confusion about CIS displays being located on the second floor. The banner would not obstruct the walkway below.

Saturday, April 4th, 2013

- The same rooms and sign space requested for Friday, April 4th is also requested for Saturday, April 5th.

General Request/Suggestion

- We would like to suggest the Progress Report #1 due date be moved back one week to February 6th. The spring term starts on January 21st. It is a short time line from the start of the semester to when the first Progress Report is due. It might prove difficult to get an accurate list of displays in that amount of time.