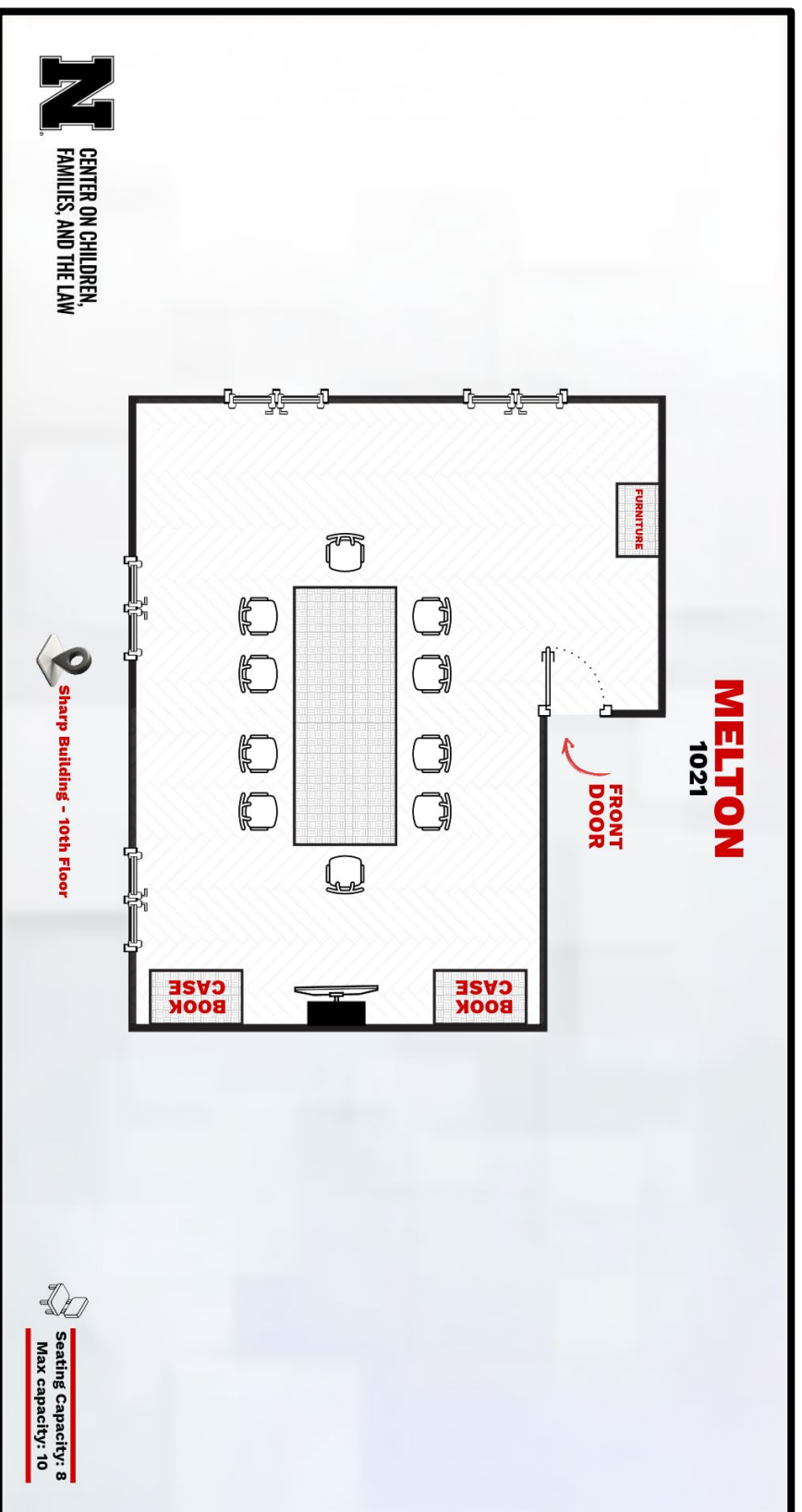


Melton Conference Room offers:

- seating for 8-10 people around a large conference room table
- one 40-inch TV for presentations, live demos, or video conferences
- a Meeting OWL 3 with intelligent 360° conference camera, mic, and speaker



CCFL Reserved Room

Post Event Checklist

Melton Conference Room

- _____ Sign out of the computer and return any AV equipment
- _____ Return the room to its original set-up with the provided guide
- _____ Straighten all tables and push in all chairs
- _____ Check for any items left behind by guests and collect them
- _____ Place all trash and recycling in the appropriate bins
- _____ Wipe down the room's tables for food or drink spills
- _____ Spot-clean the carpet with the carpet sweeper if necessary
- _____ Properly dispose of all leftover food and drink in the kitchen
- _____ Throw away used grounds from the coffee pot and shut it off
- _____ Wash and put away used dishes and wipe down counters
- _____ Notify CCFL staff of any other issues