

Your reservation for Trinity A/B Conference Rooms has been received and is pending approval.

Please read the following important information about the Trinity A/B rooms:

In the case of an emergency situation at SLAC, Trinity A/B serve as SLAC's Emergency Operations Center (EOC). Be aware that if the EOC is needed, your reservation will be canceled without any prior notice.

Please leave the room in exactly the condition you found it. By using the room, you are responsible to arrange for any out-of-the-ordinary cleaning.

The room has an iPad system controller, 2 lavalier microphones and 1 handheld microphone available for use. If you would like to use the room's iPad controller, microphone system or would otherwise like the aid of audiovisual (AV) technicians to set up or operate the room's systems, please fill out the AV Services Request form with details about your event at the following link:

<https://internal.slac.stanford.edu/communications/requests/audiovisual-services>

Contact Rod Reape at x2966 with any questions about AV. Typically an AV technician can be found in the Panofsky Auditorium control room across the hall from 7am-5pm, M-F. However, unless you've requested support ahead of time using the link above, we cannot guarantee that any last-minute assistance with the room systems will be available at the time of your event.

If you plan to operate the room's AV systems on your own, please familiarize yourself with the projector, conferencing and other systems prior to your event. In general, due to the nature of the room, we recommend requesting AV services to ensure your event is successful. Typically, there is not a charge associated with AV support for the Trinity Rooms (exceptions apply).

The Trinity Rooms do NOT have a resident PC or a presentation advancer/clicker. If you wish to project a presentation, you will need to bring your own laptop or request to borrow a laptop from Computing. Questions about laptops, video conferencing or teleconferencing support should be submitted to the IT help desk through [ServiceNow](#).

By default, Trinity A/B are left undivided as one large room. [Click here to see a map of the default configuration of the room](#). If you would like the rooms divided or configured differently than the default, please [submit a general service request to facilities](#). Note that many of the tables are wired into the floor and should NOT be moved without a labor pool request. If you wish to have the room configured to project onto the south wall (orienting the room lengthwise), you will need to fill out an AV Services Request (see above).

The Panofsky Lobby must be reserved separately on its own calendar in Outlook if you plan to use the space to host refreshments or set up any other tables or displays in connection with your event.

Trinity A/B seats up to 65 and has a maximum capacity of 97 people.