

A&L College Conference Room Information

Reservations can be made through the Google calendar. The reservation request must include room requested, department, name of person/group reserving the room, purpose for reserving room (i.e., meeting, colloquium, etc.), and the number of people that will attend.

Keys can be picked up in room 100 O'Shaughnessy on the day of the reservation (or before 4:30 PM for after-hours reservations). Keys will be signed out accordingly. Faculty members who have an office in Decio are able to open any of the conference rooms with their office key.

Your reservation for 242 O'Shaughnessy may be canceled if the Dean requests the room for the date and time that you have reserved. You will be notified via email ASAP. The Dean's Office will do whatever possible to find another room to accommodate your needs if this should occur.

These conference rooms are not to be used as classrooms without the approval of the Dean's Office. For classroom accommodations, you must call the Registrar's Office at 1-5133.

Room locations, capacity, and amenities:

242 O'Shaughnessy (Dean's Conference Room): computer, laptop connections, monitor, video conferencing, two whiteboards, refrigerator, phone 631-4785; seats 32 (plus sofas for overflow)

Great Hall of O'Shaughnessy: contact the Dean's Office at 631-7085 to reserve

351 Decio: 1 chalkboard, overhead projector, phone 631-5041; seats 10

Decio Commons: available after 3:30 p.m.; contact the Dean's Office at 631-7085 to reserve

A&L Department Conference Room Information

Contact the department to request a reservation.

Building	Room	Capacity	Department	Contact
Corbett	348	16	Psychology	Tammy Kaczor
Corbett	376	30	Psychology	Tammy Kaczor
Corbett	419	14	Psychology	Tammy Kaczor
Corbett	450	14	Psychology	Tammy Kaczor
Corbett	574	12	Psychology	Tammy Kaczor
Decio	107	12	German & Russian	Derek Williams
Decio	128	28	German & Russian	Derek Williams
Decio	131	15	East Asian	Alexis Duntz
Decio	207	12	English	
Decio	235	45	English	
Decio	407	12	History	
Decio	442	20	History	
Flanner	1024	19	American Studies	Katie Schlotfeldt
Jenkins-Nanovic	2002	8	Political Science	Greg Endicott
Jenkins-Nanovic	2060	16	Political Science	Greg Endicott
Jenkins-Nanovic	3060F	31	Economics	Birgit Deymann
Jenkins-Nanovic	3002	6	Economics	Birgit Deymann
Jenkins-Nanovic	4060F	7	Sociology	
Jenkins-Nanovic	4060A	45	Sociology	
Jenkins-Nanovic	4002	7	Sociology	
Malloy	107	16	Philosophy	
Malloy	134	20	Theology	theo@nd.edu
Malloy	215	16-18	Philosophy	
Malloy	415	12-15	Theology	theo@nd.edu
O'Neill	402D	12	Music	Emily Matz
O'Neill	542D	12	Sacred Music	Janet Rudasics
O'Shaughnessy	220	8-10	Reilly Center	
O'Shaughnessy	341	10-15	Romance Languages	

Jenkins-Nanovic Conference Room Information

Contact [Lauri Roberts](#) to request a reservation.

Room B101: Seminar room on the lower level with approximately 36 seats

Room 1030: Seminar room on the first floor with 60 seats

The Forum: first floor

The Forum, B101, & 1030 are always available for Department of Political Science, Department of Sociology, Department of Economics or Keough School (all nine constitutive units plus the Office of the Dean) events. Additionally, the College of Arts & Letters Advisory Council and the Keough School Advisory Council have booking priority. For other departments within A&L and other departments across campus, reservations can be made two months out from the event date, providing the space is available.

Room 1050: Seminar room on the first floor with approximately 36 seats

Mediation Room Suite: lower level

The Mediation Room Suite and 1050 are always available for Keough School (all nine constitutive units plus the Office of the Dean) events. Additionally, all departments in the College of Arts & Letters as well as other departments across campus can make reservations two months out from the event date, providing the space is available.