

Introduction

The J. Robin Warren Library ground floor houses the Seminar Room, a unique learning space available to UWA staff and students, for the purposes of UWA teaching, research or community engagement. The Seminar Room allows for flexible configuration of tables and chairs to suit a range of scenarios, from discussion panels to group activities.

The Seminar Room is located on the south side of the ground floor and is a large, flexible space for up to 60 people (in theatre configuration) designed to host teaching, exhibitions, seminars and other events. The glass walls are soundproof but showcase the activities in the Seminar Room to library users in the surrounding area.

The Seminar Room is available to library users as collaborative study space when not booked.

Booking a learning space

The Seminar Room at the J. Robin Warren Library is often in high demand and it is advisable to book well in advance to avoid disappointment.

Booking requests can be submitted via:

<http://library-uwa.libcal.com/booking/medicaldentallearningspaces>

Bookings can be made up to 12 months but no less than 48 hours in advance and for a total of up to 4 hours a day. The minimum number of participants required to book a space is 20. Please remember to include set-up and re-set/clean time in your booking.

Bookings are limited at peak times, such as study and exam weeks.

Room configuration

Generally, the default setting for the Seminar Room is a collaborative arrangement, with 7 tables arranged around the room. Each table seats up to 6 people (42 people total).

A number of standard room configurations are available to suit a range of scenarios from discussion panels to group/collaborative activities. The total number of people that can be accommodated depends on the configuration, with a maximum of 60 people in theatre configuration.

Standard seating configurations are outlined in **Appendix A – Seminar Room - Room Configuration**.

If any other room configuration is required this must be stated at the time of booking and is conditional on available furniture and must comply with OH&S guidelines.

Technology

Presenter Technology in the **Seminar Room** includes:

- In-built PC with room speakers
- Wireless keyboard/mouse (available upon request)
- Wireless presenter controller with laser pointer (available upon request)
- Projector and drop down projection screen
- Ability to connect your own device via wired (HDMI - cables available from the Information desk) and wireless (Windows, OS X, ChromeOS, iOS and Android supported) available on projector. Wireless presentation requires the wePresent application to be installed on your device (downloadable from <http://www.wepresentwifi.com/downloads.html>).

Support

Please make yourself known to Library staff at the J. Robin Warren Library information desk on the ground floor as you arrive for your booking, and let them know again when you leave. Staff at the information desk can also provide support relating to facilities and technology during your booking, or escalate the issue as required.

Setting up

We recommend you book the space allowing adequate time for your own setup.

Library staff will assist in setting up tables and chairs according to your chosen seating configuration before your UWA teaching, research, or community engagement session.

Student groups using the learning spaces must set-up and re-set the room configuration.

A wireless keyboard/mouse for operating the in-built PC, the presenter controller (if requested) and HDMI cables (if required) are available from the Information Desk.

Packing up

Library staff will assist you to re-set the furniture configuration if required. Please leave the room free from rubbish and take everything you brought with you when you leave. If any extra cleaning is required following the use of the room, please advise Library staff as you leave.

Consumption of food/drinks

Catering of any kind is not permitted in the learning spaces unless arranged prior to the event by contacting roombookings-lib@uwa.edu.au. A separate request may be submitted for approval to use a Function Space if one is available.

Please abide by the Library's [food and drink policy](#). A filtered hot/cold water tap is located in the Student Lounge on the ground floor adjacent to the Seminar Room, as well as the café located to the North, outside of the Library

Fees

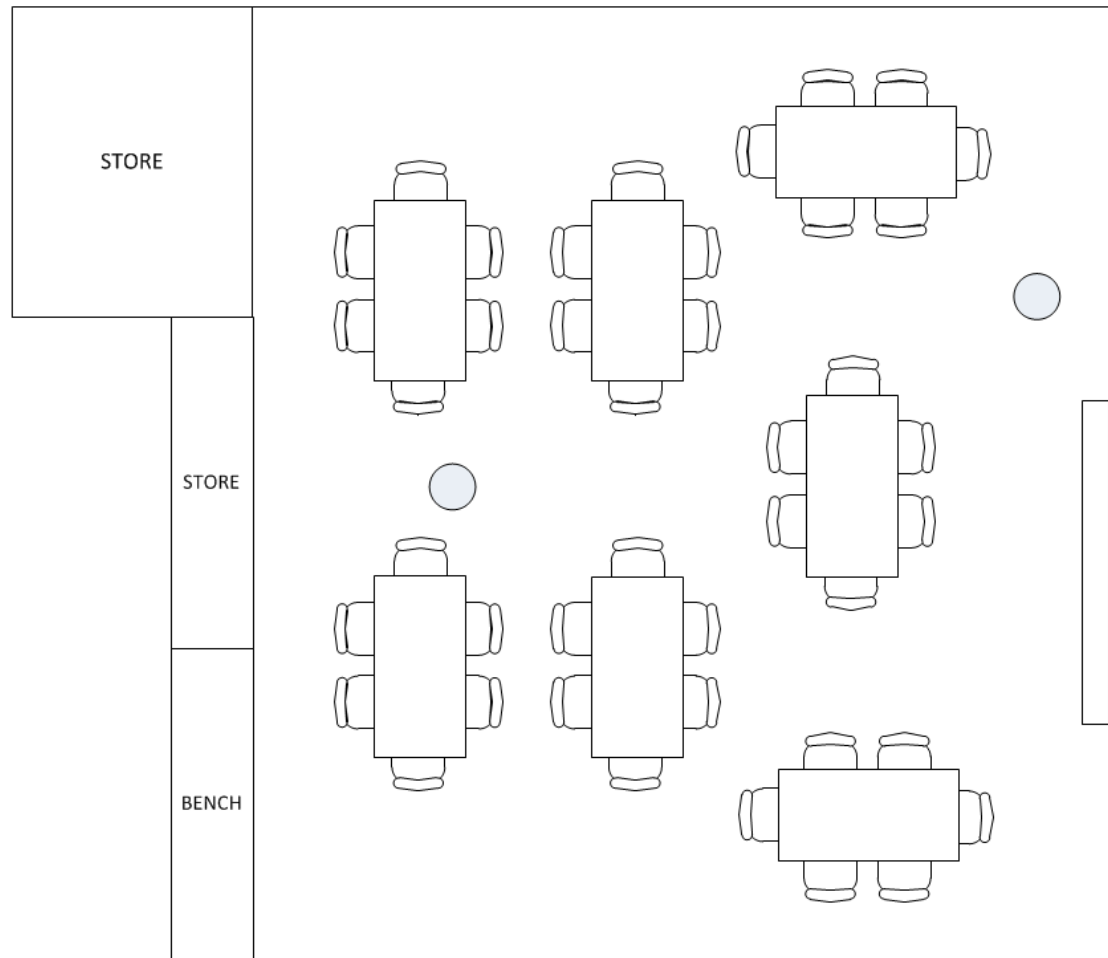
You must let us know if a fee is being charged to participants attending your event.

Appendix A – Seminar Room – Room Configuration

Collaborative Configuration

42 Seats

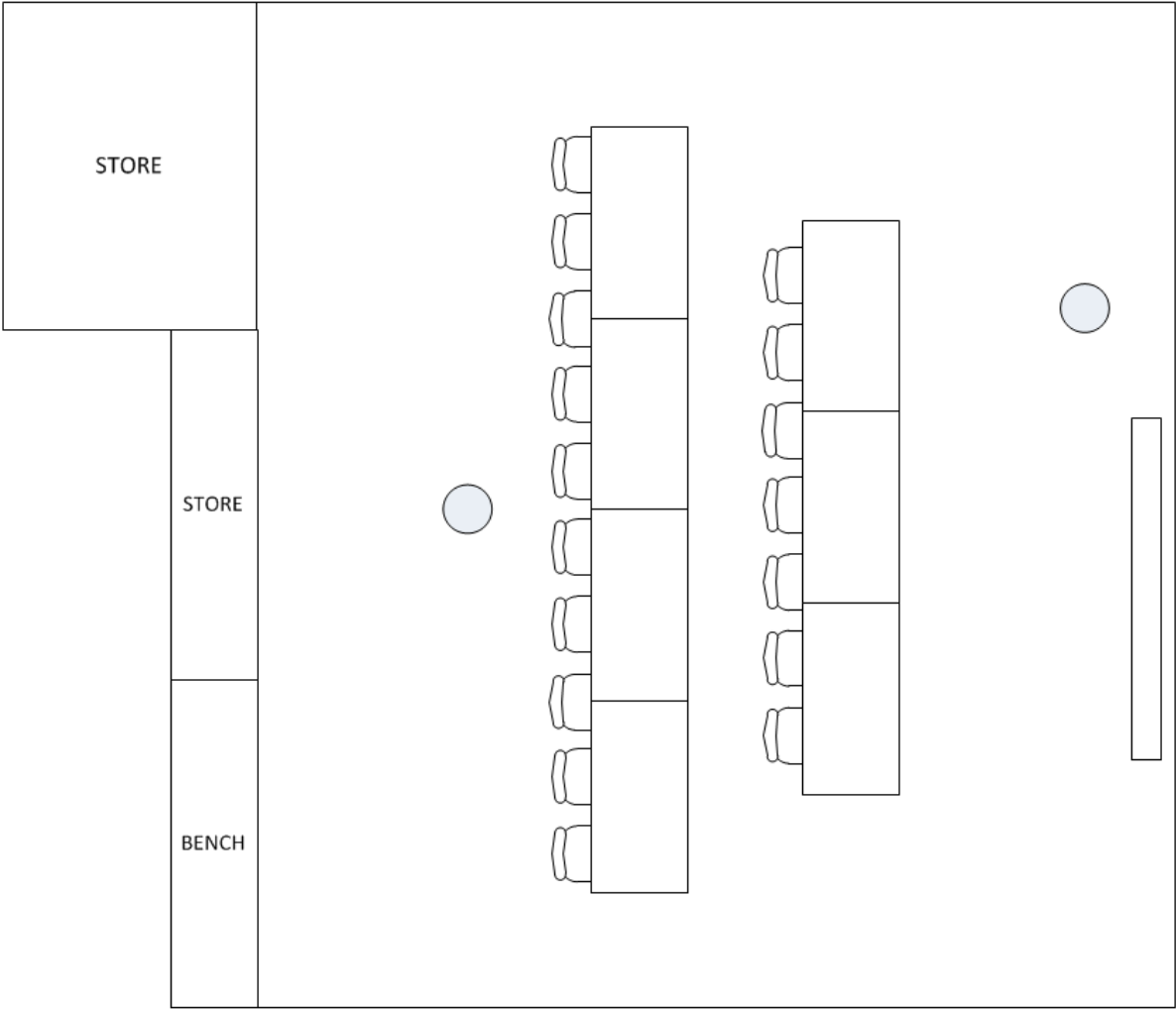
7 Tables
6 Chairs per table



Classroom Configuration

17 Seats

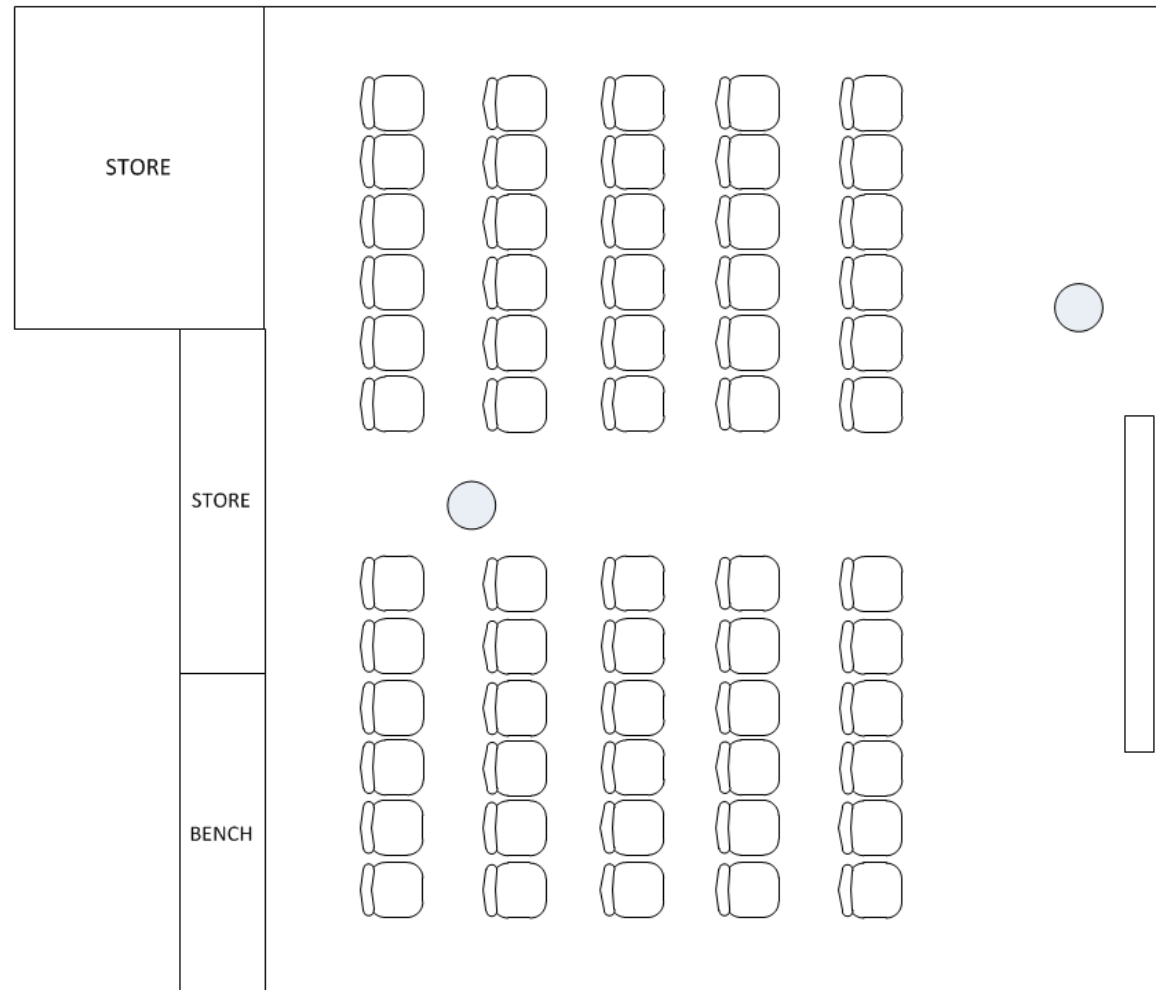
Front row: 3 Tables (7 chairs)
Rear row: 2 Tables (10 Chairs - 2 ½ chairs per table)



Theatre Configuration

60 Seats

5 rows of chairs
12 Chairs per row (2
chair gap mid row)



Panel Discussion Configuration

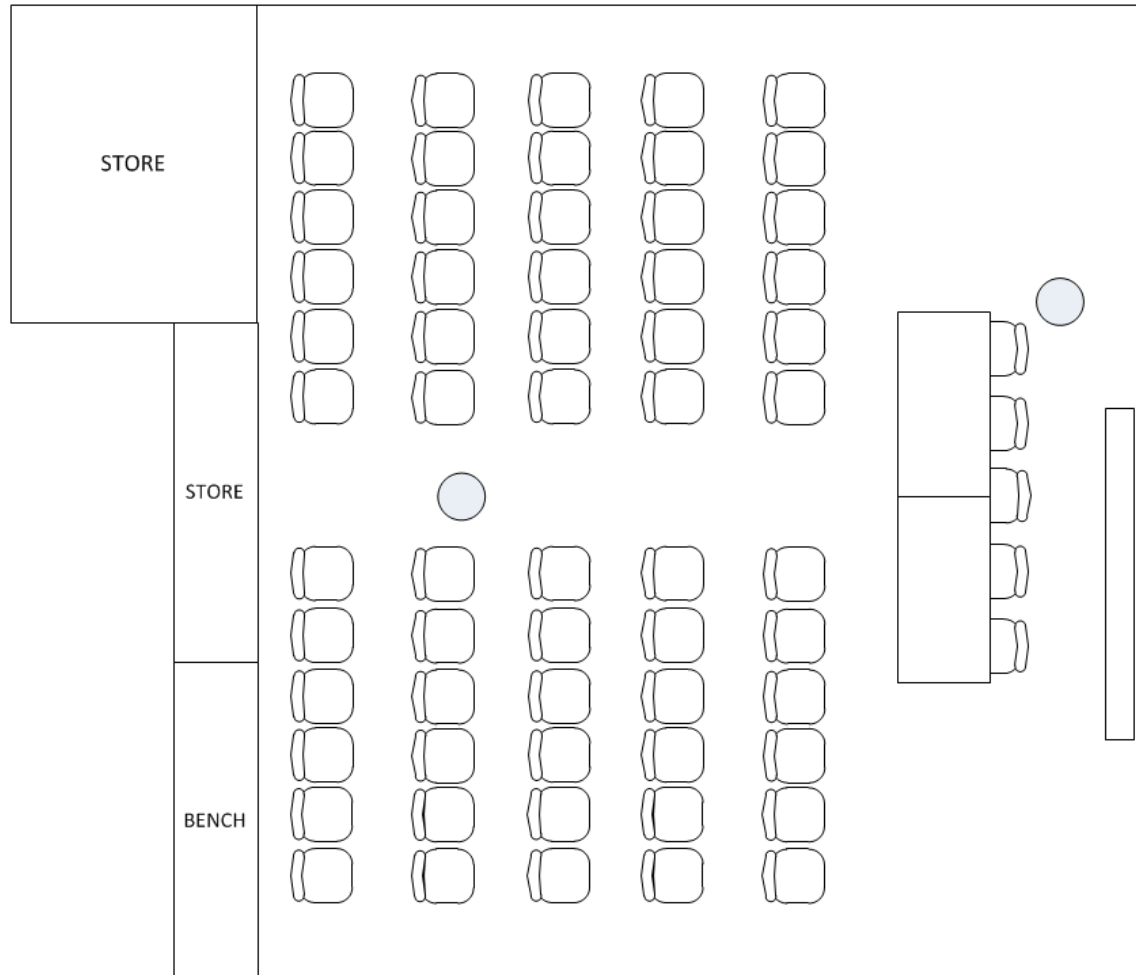
(without projector)

5 Panelist Seats

2 tables in 1 row

60 Seats

5 rows of chairs
12 Chairs per row
(2 chair gap mid row)



Panel Discussion Configuration

(with projector)

5 Panelist Seats

2 tables in 1 row

48 Seats

5 rows of chairs

12 Chairs per row

