

ISEC Guidelines

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ISEC Event Space (Atrium/Auditorium/Classrooms)

Reserving ISEC Event/Classroom Space

The ISEC auditorium (102), atrium (101), and classrooms (136, 138, 140, and 142) are available for general use, but must be reserved through the scheduling area of the Office of the Registrar. Log into your myNortheastern account, click on Services and Links, Campus Space & Events, Academic Classroom Scheduling. This will take you to 25Live, our classroom assignment software. You can begin by checking space availability by date or location, then proceed to create an Event. Once you have added the event to 25Live, it will be reviewed, and a determination will be made if the venue is available and/or appropriate. You will either receive a confirmation or a request for further information. If you need further assistance, directions for 25Live are available by going to the [25Live guidelines](#).

- Reservation policies, space available, and cost estimates can be found on [the Registrar's webpage](#).
- Full details on [ISEC Event Planning Information can be found in the ISEC Event Planning Information \(Instructions\)](#)

Using ISEC Classrooms and Auditorium

- If you would like to move the furniture in the classroom, you must submit an Event Services Request to Facilities prior to your event. Only Facilities is authorized to move furniture in ISEC.
- Food and drink are not allowed in the ISEC classrooms or auditorium. If you would like to serve food, you must also reserve the ISEC atrium.
- Music is not allowed in the atrium, even soft music - ISEC researchers work, even on the weekends, and we cannot disrupt them.
- If you would like to set up even one table anywhere in the ISEC lobby (such as a welcome or registration table), you must also reserve the ISEC atrium, which will incur a fee.
- Outside caterers can use the ISEC catering kitchen, by arranging with the ISEC director of operations, Elham Ghabbour (e.ghabbour@northeastern), prior to your event.
- Event organizers are responsible for their guests during an event.
- All events must fall within the proper use protocols set forth by Northeastern University, which can be found here: <https://www.northeastern.edu/policies/>
- It is the event representative's responsibility to make sure that any third-party vendor has a Certificate of Insurance on file with the University per the Risk Management and Legal Counsel of Northeastern.

ISEC Security

ISEC entrances are open Friday and Saturday from 6am to 10pm, but closed Sundays. ISEC lab users have key card access 24/7 to ISEC entrances. ISEC lab users should not open ISEC entrances door for unauthorized individuals during off hours.

ISEC Conference Rooms

Conference Room Overview

The building is now fully occupied with 80+ faculty/research groups. The ISEC conference rooms are used by ISEC faculty and development. Thus, there is a high demand for ISEC conference rooms. For that reason, we need to implement the following guidelines, with the shared goal of an efficient room reservation system.

There are three conference rooms on most of the floors: X05, X01, and X32, each with different seating capacities: X05 can accommodate 5 people, X01 can accommodate 12 people, and X32 can accommodate 18 people.

ISEC faculty members have access to book ISEC conference rooms. Instructions for reserving ISEC conference rooms are outlined in the appendix 1 “Booking a Room in Outlook.” Audio/video conference calling instructions are outlined in the appendix 2 “ITS document - Overall Videoconference Instructions.” For the conference room phone numbers, please see the appendix 3 “Conference Room Phone Numbers.”

Conference Room Guidelines

- All ISEC faculty members have access to book conference rooms for themselves. Any ISEC conference room reservation should also appear on the faculty member’s calendar. Every meeting should have a title.
- Door access to all conference rooms in ISEC will be given to all faculty, staff and graduate students in ISEC.
- ISEC conference rooms are reserved for the use of faculty and research groups that are currently occupied within ISEC. Faculty outside ISEC cannot reserve ISEC conference rooms.
- Recurring reservations are valid only for the current semester. When creating a recurring conference room reservation, please include an end date no later than the end of the current semester. (Summer I and Summer II can be considered one semester for this purpose).
- The time limit for one research group weekly meeting should not exceed 2 hours, except if more than one ISEC research group is involved in the same meeting.
- Conference rooms reserved by research clusters’ administrators must include an ISEC faculty member as attendee. Conference rooms reserved by administrators without an ISEC faculty name as attendee will be removed.

- Please be aware of group size when reserving ISEC conference rooms. For example, if your meeting group is 5 people, please choose the smallest room that would accommodate your group (which would be X05, if available).
- ISEC conference rooms cannot be used to teach a class.
- Meetings directly related to research will be given priority.
- ISEC conference rooms cannot be reserved by graduate students.
- All ISEC PhD students have key card access to the conference rooms, so that they may enter the room for group meetings with their advisor and research group. PhD students may not use conference rooms without reservations.
- If a PhD student opens an ISEC conference room door for an unauthorized individual, the student will receive a reminder. Multiple reminders will result in suspension of the student's ISEC conference room key card access.
- Faculty office hours are not allowed in ISEC conference rooms during the hours of 8am-5pm.
- ISEC conference rooms cannot be used for TA office hours. TAs that need space for office hours can reserve a small classroom through the Registrar's office using 25 Live via myNEU.
- For any meetings lasting more than 3 hours (e.g. outside agency that is reviewing a grant, etc.) please contact ISEC Operations staff to help coordinate.
- All Dean's office, college development, or otherwise high-profile meetings or events need to be reserved by ISEC Operations staff. This is to avoid conflicts with other meetings or building operations (e.g. construction activity, building alarm system testing), and to ensure that good housekeeping is in place.

There are additional parameters for use of the conference rooms already established by the Provost's office/University:

- The Dean's office of Colleges represented in the ISEC can request a conference rooms for events of strategic importance to the College
- Other elements of the University can schedule conference rooms for events of strategic importance to the University
- The conference rooms are otherwise not generally available for booking from outside of ISEC

Conference Room Housekeeping

Please keep in mind that the next meeting in this room could be with a potential donor for your research, your department, or your college.

- Be sure to turn off the lights and close the door securely when leaving the conference room.
- Do not leave anything behind.
- Please clean the marker board and leave the room looking neat, with chairs pushed in.
- Do not remove anything that you find in the conference room, including chairs, door stops, HDMI cables or any computer accessories, whiteboard markers and erasers.
- Eating in the conference rooms is strongly discouraged. However, if you do serve food in the conference rooms, please be aware that food scents will linger; the conference rooms were not designed for food consumption and cannot properly ventilate scents out of the room. Please choose food with little to no smell (such as deli sandwiches or pizza) and remove all food packaging and food waste from the room. The trash bins in the conference rooms are small; please use the kitchen trash bins for this purpose.

Use of Audiovisual software

Audiovisual systems in the ISEC Auditorium, classrooms and conference rooms are supported by University IT Services.

Instructions for a video/audio conference in ISEC conference rooms are outlined in the appendix 2 “ITS document - Overall Videoconference Instructions.”

For assistance with other software that is not included in the Videoconference Instructions ISEC, consult with ITS call at 617-373-4357 by e-mailing Service-Now to request a technician to assist you prior to your meeting.

Keeping the Building in Top Condition

Any changes to the physical building must be made only with approval by ISEC Operations Director and by submitting capital project request (CPR). This includes furniture orders, renovations, painting, etc. Please check in with Elham Ghabbour before submitting the CPR to initiate this process.

Ads and Fliers on the Wall

No ads, fliers, or banners may be affixed to walls, glass, doors, or railings. The fliers will be removed by Facilities. Materials may be posted on easels only for events; contact the ISEC Operations Director, Elham Ghabbour (e.ghabbour@northeastern).

Bicycle Room

Bike parking is available in the ISEC bike room on the first floor, or designated outside areas with bike racks. Please do not park bikes in corridors, entranceways, or lock them to other parts of the building. Door access to the bike room will be given to any faculty, staff and graduate students in ISEC upon request.

Recycling

If you have cardboard boxes to be recycled, do not leave them in a common area, or next to a trash can. If your floor has a recycling hamper (near the Freight elevator), please put broken-down boxes in the hamper. Another option is to submit a work request to Facilities to remove the items.

Animals/Pets in ISEC

For full information on the University's policies on pets on campus, please read the [Policy on Pets on Campus](#). For more information, please read the University's [Information on Approved Animals on Campus](#).

Common Areas/Shared Space

Mailroom Shared Space Storage and Use

Each mailroom is equipped with labelled mailboxes for the floor's occupants, table and a recycling bin. Supplies to be used for the mail may be stored in the mailroom for shared use. Any items that are not shared should not be stored in the mailrooms.

Kitchen/Lounge/Balcony on Each Floor

The kitchens and lounges are common areas intended to serve the building's users: Northeastern faculty, staff, visitors, graduate students, and undergraduate students. These spaces are not designed to be used for events; they are not large enough to host events without disrupting the intended use as a lunchroom and break room for the floor. Hosting an event in these spaces could exceed the maximum occupancy allowed and violate the fire code. The ISEC lobby is the only space that can be booked for events. It can be reserved through the Registrar office using 25Live.