**How to Reserve the Department Seminar Room** (*and Its Primary Purposes*)

If you wish to use the seminar room of the Department of Genetics and Microbiology, you must **always** make a reservation in the SIS! **However, you cannot make this reservation yourself**; to have it added to the schedule, please contact the Department Study System coordinator (*see below*). In your request, be sure to include **the time and purpose of the reservation**.

The room's available capacities can be viewed in SIS: the module Schedule NG → Lecture Rooms → SEMKG. We recommend viewing the detailed schedule, where the room's usage on specific days is displayed more clearly. This detailed schedule can be viewed either for the whole semester or on a monthly basis.

**The seminar room of the Department of Genetics and Microbiology can be used for the following purposes** (listed in the order of their priority):

1) **State final exams, defenses, and entrance exams** – these exams always take precedence over any other use of the room. Especially during the exam periods (late January and February, late May and June, September), the schedule for the seminar room must be kept open until the exact dates for these exams are determined.

2) **Seminars /labmeetings of the Department's research groups** – during the semester and the exam period (if the room is available), the seminar room can be used for meetings of individual laboratories

3) **Teaching purposes: regular or block courses** – during the semester, some courses organized by the Department of Genetics and Microbiology may take place in the seminar room if they cannot be scheduled in other rooms. However, the seminar room is not primarily intended for these purposes.

4) **Regular exams, other purposes** – the room's free time slots can also be used for holding exams of individual courses of our Department, meetings of Subject Area Boards of the Department doctoral programmes, *etc*.

**The Department Study System coordinator:**

Hana Marková, Ph.D.; email: hana.markova@natur.cuni.cz; phone: +420 221 95 **1200**

***Note for members of the Department of Genetics and Microbiology:*** *If no other suitable space is available, you may also use the office of Assoc. Prof. Ruth Tachezy for the above-stated purposes (capacity max. 6-8 people, screen projection available). If you wish to use this room, please arrange it with Assoc. Prof. Tachezy* ***in advance****.*