

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Central Region
Kansas City, Missouri

CE 1760.9

4/4/75

SUBJ: CONFERENCE/TRAINING ROOMS, WORKROOMS AND OTHER MEETING PLACES

1. PURPOSE. This Order prescribes standards for assignment and utilization of conference rooms, workrooms, and other meeting places in the Regional Office.
2. DISTRIBUTION. This Order is distributed to branch level in the Regional Office.
3. BACKGROUND. Recently, instances have occurred regarding the use of conference/training rooms that require priorities and standards being established.
4. STANDARDS.
 - a. Except as provided in paragraph b. of this section, conference rooms and other meeting places may be used for:
 - (1) Meetings to carry out assigned agency functions.
 - (2) Meetings of recognized Federal employee groups.
 - (3) Meetings (including civic, community, professional, scientific, education and other similar societies or organizations) that are sponsored by, and related to the activities of the FAA and are conducted by or actively participated in by FAA employees.
 - b. Conference rooms and other meeting places shall not be used for:
 - (1) Activities sponsored or conducted by any organization, individual, or activity practicing or advocating discrimination based on race, creed, color, sex, or national origin.
 - (2) Activities having a partisan, political, sectarian, or similar nature or purpose.
 - (3) Activities sponsored or conducted for commercial enterprises for profit making purposes through the direct sale of articles, charging of admission fees or the making of an indirect assessment for admission, or the taking of a collection.

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c. Workrooms are normally located in proximity to the division or branch chief offices and are assigned for the following purposes:

- (1) Small working group meetings and briefings.
- (2) Supervisory counseling or disciplinary discussions where privacy is essential.
- (3) Use by employees performing special work assignments where isolation or restricted access is essential.
- (4) For test administration or training.
- (5) To provide auditors, management interns, and similar personnel a temporary work station.

d. Workrooms shall not be used for:

- (1) Permanent space assignments, nor equipped with desks.
- (2) Location of telephone installation.

5. RESERVATIONS. The reservation of conference/training rooms, and related equipment will be accomplished as follows:

a. Responsibilities.

- (1) Office Services, Logistics Division, is responsible for reserving and scheduling the use of conference/training rooms 1526-27-28 and 1626-27-28.
- (2) Regional Director's Office, secretarial group, is responsible for Executive Conference Rooms and MIC Room.
- (3) Workrooms - appropriate Division.
- (4) An auditorium seating 132 persons, and four training rooms each accommodating 25 persons, are located on the first floor of the Federal Building. Two of the smaller rooms may be converted into one larger room. Reservations must be made through the Building Manager's Office, ext. 3963.
- (5) The information shown below should be furnished by telephone when making any conference/training room reservations:
 - (a) Name of requesting individual and reference number.
 - (b) Telephone extension.

- (c) Date and time of conference and number of persons expected to attend.
 - (d) Purpose for which room is to be used.
 - (e) Requirement for equipment and operator orientation, if necessary.
- b. Scheduling should be made as far in advance as practical to avoid conflict; only in special cases will reservations be made more than 30 days in advance.
 - c. Changes or cancellations of plans should be reported immediately.
 - d. Routine operation of equipment and arrangement of furniture within the conference areas is the responsibility of the individual or organization conducting the conference.
6. CARE OF CONFERENCE/WORKROOMS AND RELATED EQUIPMENT
- The person conducting the conference or meeting shall be responsible for:
- a. General tidiness of room.
 - b. Erasing blackboards.
 - c. Returning equipment to its proper place.
 - d. Returning Loan Pool items.
7. SMOKING. Smoking is prohibited in conference rooms.


JOHN R. WALLS
Executive Officer