Conference Room Information

Room #	Type of Room	Location	Room Size	Seating Capacity	Room Phone #	Contact Person	Contact Phone #
102A	Conference Center A	Lobby	33' X 52'	100	256-3528	Theresa Feldman	256-3309
102B	Conference Center B	Lobby	33' X 52'	100	256-3528	Theresa Feldman	256-3309
112	Training Room 2	Lobby	21' X 28'6"	16	256-3532	Theresa Feldman	256-3309
113	Training Room 3	Lobby	21' X 30'	16	256-3533	Theresa Feldman	256-3309
114	Distance Learning/Computer Training Room	Lobby	21' X 30'	16	256-3278	Candice Jenkins	256-3573
120	Conference Room	Atrium	12' x 19'	8 to 10	256-3529	***	
126	Conference Room - Chancellor's Office	Open Office Area	10'8" X 18'6"	6 to 8	256-3523	Lea Martin	256-3508
127	Conference Room - HR/OD Office	Open Office Area	11'6" X 19'	8 to 10	256-3524	Jenny Brown	256-3304
129	Conference Room - Finance	Open Office Area	13' X 14'	8 to 10	256-3526	Kelly Tackett	256-3364
161	Conference Room - Catering Corridor	Hallway	13' X 19'	10	256-3530	***	
109B	Conference Room - Atrium Landing	Atrium	14' X 18'	10	256-3501	Lea Martin	256-3508
109F	Conference Room	Open Office Area	11' X 19'	10	256-3506	Marsha Moore	256-3376
109I	Conference Room - Payroll	Open Office Area	10' X 12'	4 to 6	256-3509	***	
109J	Conference Room - KBEMS	Open Office Area	10 X 12'	4 to 6	256-3510	***	
109K	Conference Room - Business Services	Open Office Area	10 X 12'	4 to 6	256-3511	***	
109M	Conference Room - Budget	Open Office Area	10 X 12'	4 to 6	256-3513	***	
109O	Conference Room - Facilities Management	Open Office Area	12' X 20'	10	256-3515	***	
116D	Conference Room - Legal	Atrium	13'6" X 15'6"	6 to 8	256-3518	Terri DeAtley	256-3294
117B	Conference Room - Institutional Advancement	Atrium	13'6" X 15'6"	6 to 8	256-3519	Marsha Moore	256-3376
160A	Conference Room - Conference Suite	North Hallway	12' x 12'	6	256-3504	***	
160B	Conference Room - Conference Suite	North Hallway	12' x 12'	6	256-3514	***	
160C	Conference Room - Conference Suite	North Hallway	18' x 13'	10	256-3516	***	
160D	Conference Room - Conference Suite	North Hallway	18' x 13'	10	256-3520	***	
160E	Conference Room - Conference Suite	North Hallway	24' x 13'	12	256-3527	***	
160F	Conference Room - Conference Suite	North Hallway	14' x 13'	6	256-3522	***	
Meeting Room	Conference Room (Former Smoking Room)	North Hallway	20' x 22'	16	256-3507	***	

Conference Room Scheduling Restrictions

*** Everyone has the ability to schedule a conference room using the meeting request option in Outlook

In order to schedule conference rooms 102A, 102B, 112 & 113 you will need to complete the KCTCS Conference Center Room Reservation Request form. http://www.kctcs.edu/businessservices/FORMS/conference_room_reservation.doc