



Seminar Rooms in ZEMOS

Booking and Infos: zemos-office@rub.de

Calendar: <https://www.ruhr-uni-bochum.de/zemos/news.html.en>

The Rooms

Room	Persons	What	Chairs / Tables
0.05	16	Meetings	long Table
0.17	70 – 80	Lectures, Seminars	Row Seating
0.19	20	Lectures, Seminars	Tables: U-Form
0.19 + 0.17	100	Lectures	open Partition Wall

Do-it-Yourself

The groups have to prepare and follow up the events themselves!

The Preparation

- Booking at least 1 week before the event!
- Booking and Infos: zemos-office@rub.de
- Access to the building: borrow transponder: ZEMOS Office 0.23
- What do external coaches need? (Pin board, presentation case...)
- Obtain cable and adapter for laptop
- Re-arrangement of chairs and tables on time!
- Ordering catering
- RUB media cabinet key

The Follow up

- Re-arrange to the standard seating (see poster)
- Clean up
- Leave roller blinds
- If necessary, close the partition wall (only after instruction!)
- Return the transponder

Help

- its-helpdesk@ruhr-uni-bochum.de
- Tel.: -21790