Room Bookings

Available Rooms

- **MC409:** Small meeting room that comfortably seats around 8-10 people
- **MC437:** Large conference room with whiteboard and projector

Booking Procedure

Room booking requests should be submitted via email to **roombookings@cim.mcgill.ca**. This centralized process will ensure efficient scheduling and timely confirmation of your reservations.

When submitting your request, kindly include the following details: (if applicable)

- Date and time of the booking
- Supervisor's Name (if applicable)
- Purpose of the reservation
- Expected number of attendees
- Any specific requirements (e.g., audiovisual equipment)
- Do you want us to send an announcement for the event to the CIM mailing lists?

We appreciate your cooperation in adhering to this procedure. Should you have any questions or require assistance, please do not hesitate to contact us.

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