



Using the meeting room of the dean's office - Wolkenflügel W2153

1. Please make a reservation for the room well in advance by contacting an employee of the dean's office (specifying the start and end time, contact person, contact details)
2. You may want to use the coffee maker, kettle, dishes, etc.
3. Please bring your own consumables (including coffee capsules, tea bags, milk, juice, water bottles, etc.)
4. Please contact IT staff for IT use and support on site in advance (edv.chemie@univie.ac.at)
5. Please leave the room tidy after use (e.g. put used dishes in the dishwasher of the dean's office)
6. After use, please make sure that the room is locked again by an employee of the dean's office

THANKS A LOT!

Vienna, June 2021