

## WHOI Conference and Meeting Services: What's New

Reminder: MEETING SPACE ROOM RECONFIGURATIONS

When scheduling your event in our Resource Scheduler, please notice the normal room setup which is shown for your space. By using the dropdown menu you can change it to your desired setup. If you are requesting a change to the normal setup to be performed by Conference Services, please notify Services via email, or by checking Room Reconfiguration in the WHOI Meeting Services menu. This procedure will insure that you have the proper setup for your meeting. Contact Denise Barnett ([dbarnett@whoi.edu](mailto:dbarnett@whoi.edu)) if you have questions. The Buttery now has gift certificates in any denomination...Birthdays, Incentives, Rewards????  
Check with Steve and Melissa!

The Buttery has the ability to handle sandwich platters, box lunches, pastries, and breakfast items for most meetings here at WHOI. Please consider using this internal source as opposed to outside vendors.

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Problems or questions about the site, please contact [webdev@whoi.edu](mailto:webdev@whoi.edu)