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Subject Changes at the Charles B. Wang Center

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To: The Campus Community

Reserving space at the Charles B. Wang Center for events or conferences just became easier with the inauguration of the Wang Automated Reservation System, effective September 7, 2004. Please go to <http://www.stonybrook.edu/wang> and click on "Online Reservations" to make your reservation request. This innovation has been made possible through a collaborative project comprising the Wang Center Administration, and Melissa Bishop and other DOIT staff members.

Also, effective September 13, the Office of Conferences and Special Events (Wang, rm 302), under the direction of Mr. James Harvey, will be responsible for booking all reservations for the Charles B. Wang Center through the new on-line reservation system. Persons already holding future reservations do not need to re-enter their reservation, but should note the following room number changes. The space you reserved will be the same, but the following number changes apply. Please use the new room numbers in any future correspondence:

Prior to September 7, if you were holding a reservation for a room, the same room is now designated as follows:

Old: 101 - New: 104
Old: 102 - New: 103
Old: 103 - New: 101
Old: 104 - New: 102
Old: 303 - New: 301

Reservations will no longer be taken by telephone commencing September 13. Persons planning Asian and Asian American events are encouraged to discuss their plans first with Wang Center Director of Asian and Asian American Programs Dr. Sunita Mukhi, before requesting space.

All members of the campus community and the larger external community are encouraged to use the Charles B. Wang Center, and to take advantage of its beautiful venue and resources for meetings, events, and conferences. Reservations are on a first come, first served basis, and internal groups or departments can book the Center's space without charge except for food, special A-V, a refundable deposit, and weekend custodial costs. Please watch campus announcements for the opening of Jasmine, the Wang Center's restaurant and catering venue soon.