

**Reserving Space and Equipment for Phone and Skype Interviews**

It is important to ensure that you have the proper equipment and a private, quiet space for phone and Skype interviews. To assist students in locating equipment and rooms for such interviews, WPI provides the resources below.

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**Library Tech Suites and Equipment**

The library has 11 Tech Suites available for reservation. Each suite comes equipped with a 50" plasma display, a dedicated networked PC, two additional network ports, wireless coverage, a whiteboard with markers and eraser, and a telephone connection (speaker phones may be reserved). In order for outside calls to reach Tech Suite phones, instruct the person conducting the interview to call 508-831-5410, and the Information Desk staff will transfer the call.

You may request a reservation for a Tech Suite in person at the Tech Suite Reservation Station at the Information Desk in the Gordon Library during library hours, or by contacting the Tech Suite hotline at 508-831-5094. To learn more about reserving a Tech Suite and the additional equipment that is available, visit wpi.edu/academics/library/inlibrary/tech-suites.html.

**Tech Suites in the Residence Halls**

If you live in East, Faraday, or Founders Hall you can use one of the tech suites located in your residence hall. Each tech suite includes a television with HDMI and VGA connection. You will need to provide any other equipment necessary for your interview. Speak to your RA/CC to learn more about utilizing a tech suite in one of these three halls.

Please note that you MUST be a resident of the particular hall in order to reserve that hall’s tech suite. For instance, if you wish to reserve a tech suite in Faraday Hall, you can only do so if you live in Faraday Hall.

**Checking out Equipment from the ATC**

The Academic Technology Center (ATC) has a large inventory of equipment available for use by the WPI community (current faculty, staff, and students). Equipment may be checked out for a 48-hour period on a first-come, first-serve basis. You can get more details on available equipment and instructions on checking at wpi.edu/Academics/ATC/Equipment/inventory.html.

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