

Finding a Private Space for Meetings

If you find yourself in need of a private space to attend a confidential meeting, (With a Dean, Academic Advisors, CAPS/Mental Health Professionals, Student Health/Medical Services, Personal Calls, etc.) here are some options to consider if you are having difficulty finding a space:

Your Room:

It is unlikely you and your roommate will have the exact same schedule at all times, which gives you the opportunity to plan your meetings when you will be alone in your room.

If you are unable to find available time, address this issue with your roommate:

- *"I have to schedule a meeting for today, when might be a good time that I can be alone in the room for 45 minutes or so?"*
- *"I'm sure we both will need privacy at times for certain meetings, can we come up with a plan together of how we might best handle this?"*
- *"I'm sorry this is so last minute but I have just had a meeting pop up that I would like to attend privately, is it possible to have the room alone for 45 mins or for you to wear your headphones until I'm done?"*

If you feel comfortable doing so, let your roommate know what is going on so they can better understand your need for privacy:

- *"My advisor requested an urgent meeting with me about one of my classes and I'm not sure what to expect so if I can, I would feel more comfortable attending it privately."*
- *"My mental health is important to me so I meet every other week with my counselor for about 45 minutes."*

Reserve a Room:

Please limit use of these rooms to necessary confidential and/or private meetings

EMS has space to reserve for Telehealth sessions. To request, **click here**, or visit <https://ems.richmond.edu/EmsWebApp/>.

Alternative Options:

If you have a car on campus, use it as your own personal office, or ask a friend if you might be able to sit in their car.

If the weather is nice, find a private bench or area you can sit and have your meeting, or request a phone meeting and walk and talk while you meet.

Some academic buildings on campus might have open rooms available for use, and most rooms have their schedules posted on the door.

