### School of Public Health and Information Sciences

<table>
<thead>
<tr>
<th>Subject: Policy on Use of Conference Rooms</th>
<th>Policy/Procedure</th>
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<tbody>
<tr>
<td>Policy/Procedure</td>
<td>No.</td>
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<tr>
<td>Author: Peter L. Walton, M.D., Associate Dean</td>
<td>Effective Date: 03/12/08</td>
</tr>
<tr>
<td>Revision 1</td>
<td>Revision Date: 06/24/09</td>
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#### Purpose
Optimize utilization of conference rooms as scarce resources balanced with practicality and student presence.

#### Policy
Conference rooms are available for use in an organized or scheduled activity only if the activity is school-related. Subject to availability, conference rooms may be scheduled for a semester for use as classrooms at or after 4:30 p.m. Also subject to availability, a conference rooms may be scheduled up to 2 work days prior to the day of the class for use as a classroom.

#### Coverage
All school conference rooms except 233H (Dean’s office).

#### Overview
Conference rooms are available as follows:
- Scheduled use
  - Event other than class meeting
  - Class meetings after 4:30 p.m. of a course in the upcoming semester or term
  - Single class meeting during work hours of a course in the ongoing semester or term and scheduled no more than two work days prior to day of class
- Ad hoc use

#### Terminology
A covered activity for conference room use is one that is:
- School-related
- Not a class meeting that is regularly scheduled in the conference room before 4:30 p.m.
- Not a class meeting that is scheduled more than two work days prior to the day of class.

#### Procedure

**Scheduled Use**

A conference room may be scheduled for a covered activity as follows. (Optional schedule request information is in square brackets.)

- **For an activity other than a class meeting**
  1. Determine appropriate conference room by reviewing capacity, equipment, and availability (see Attachment 1).
  2. Send an appointment request for your selected conference room [and to attendees] (see Attachment 3). The receptionist checks frequently for conference room requests.
  - OR-
  - Call the school receptionist (852-3299) and ask to schedule the conference room.
  3. The receptionist either books the room or works something out with you.
  4. Notify the activity attendees of the location, date(s) or day(s), and time(s) of the activity, if not already done.

- **For class meetings after 4:30 p.m. of a course in the upcoming semester or term**
  1. At least two weeks prior to the start of the upcoming semester or term, submit an online request (see Attachment 5 for copy of request form) to schedule a conference room for classroom use with the following information:
    - Course ID, title, and program
    - Course director
Policy on Use of Conference Rooms

Revision 1

1. Determine appropriate conference room by reviewing capacity, equipment, and availability (see Attachment 1).

2. No sooner than two work days prior to the day of the class, submit an online request to schedule a conference room for classroom use (see Attachment 6 for copy of request form) with the following information:
   - Course ID and title
   - Course instructor
   - Size of class
   - 1st [and 2nd] choice rooms
   - Requested date and time

Requests received prior to the earliest day of request are not processed or retained for processing on the appropriate day. (See table, below.)

<table>
<thead>
<tr>
<th>Day of Class</th>
<th>Earliest Day of Request</th>
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<td>previous Friday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Monday</td>
</tr>
</tbody>
</table>

Only requests submitted online are accepted for processing. Phone calls or voice mail messages to the receptionist or Student Services cannot be accepted.

2. One week prior to the start of the upcoming semester or term, review the published conference room schedule and, if required, contact Student Services to see if an adjustment can be worked out.

Conference rooms are assigned for classroom use in the following sequence:

- MPH classes of 29-49 students: 030 or 103; by lot if needed
- Other classes of 29-49 students: 030 or 103, as available; by lot if needed
- MPH classes of 21-28 students: 001, 030, or 103, as available; by lot if needed
- Other classes of 21-28 students: 001, 030, or 103, as available; by lot if needed
- MPH classes of 11-20 students: 133, 231, 001, 030, or 103, as available; by lot if needed
- Other classes of 11-20 students: 133, 231, 001, 030, or 103, as available; by lot if needed
- MPH classes of 1-10 students: 110, 200, 133, 231, 001, 030, or 103, as available; by lot if needed
- Other classes of 1-10 students: 110, 200, 133, 231, 001, 030, or 103, as available; by lot if needed

One week prior to the start of the semester or term, the schedule of conference rooms for classroom use is announced and published by Student Services.

3. Notify your students of the location, day(s), and time(s) of the classes.

For a single class meeting of a course during work hours in the ongoing semester or term

1. Determine appropriate conference room by reviewing capacity, equipment, and availability (see Attachment 1).

2. No sooner than two work days prior to the day of the class, submit an online request to schedule a conference room for classroom use (see Attachment 6 for copy of request form) with the following information:
   - Course ID and title
   - Course instructor
   - Size of class
   - 1st [and 2nd] choice rooms
   - Requested date and time

Requests received prior to the earliest day of request are not processed or retained for processing on the appropriate day. (See table, below.)
messages to the receptionist cannot be accepted.

3. The receptionist will notify you as soon as your request is processed. Conference rooms are assigned as available and on first-come, first-served basis.

4. Notify your students of the location, date, and time of the class.

Ad Hoc Use

Ad hoc use of a conference room for a covered activity is done by checking the conference rooms calendar (see Attachment 2) to see if the room is open for the duration of the intended use. Ad hoc use is on a first-come, first-served basis.

Rules of Use

After using a conference room, it must be returned to the same or better state of cleanliness and order as before its use.

Online

DO: Conference room request for non-classroom use
DO: Conference room request for classroom use at or after 4:30 pm in upcoming semester or term
DO: Conference room request for classroom use during work hours in ongoing semester or term

Examples

Examples of covered activities:
• Department or committee meetings.
• Group presentations (excluding to student classes).
• Group conference calls.
• Dissertation and thesis committee meetings and oral presentations and defenses.
• Classes at or after 4:30 p.m.
• Classes at any time but not scheduled more than two days before the day of the class.

Examples of activities that are not covered activities:
• Meetings unrelated to school activities or mission.
• Classes before 4:30 p.m. scheduled more than two days before the day of the class.

Discussion

The intent of this policy is to optimize availability of conference rooms for needed uses. As the school’s faculty and student enrollment grows, the use of conference rooms also grows.

Every course is required to have suitable space scheduled that is an officially designated classroom, which is taken care of by Student Services as part of class scheduling. No conference room is designated as an official classroom.

Attachments

Attachment 1: Determining Appropriate Conference Room
Attachment 2: Setting Up and Using Conference Rooms Calendar
Attachment 3: Sending Appointment to Request Conference Room for Non-Classroom Use
Attachment 4: Online Procedure to Request Conference Room for Non-Classroom Use
Attachment 5: Online Procedure to Request Conference Room for Classroom Use At or After 4:30 P.M. in Upcoming Semester or Term
Attachment 6: Online Procedure to Request Conference Room for Classroom Use During Work Hours in Ongoing Semester or Term

See also

Policy on Use of Computer Lab

Revision history

<table>
<thead>
<tr>
<th>Revision</th>
<th>Revision Date</th>
<th>Approved by</th>
<th>Title</th>
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<tr>
<td>0</td>
<td>03/12/08</td>
<td>Peter L. Walton, M.D.</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>1</td>
<td>06/24/09</td>
<td>Peter L. Walton, M.D.</td>
<td>Associate Dean</td>
</tr>
</tbody>
</table>
Attachment 1: Determining Appropriate Conference Room

There are two steps in determining an appropriate conference room for your event or activity:

1. Determine conference room(s) with suitable capacity and equipment using the table below.

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Seating Capacity</th>
<th>Speaker's Computer</th>
<th>Ceiling Projector</th>
<th>Projection Screen</th>
<th>Flat-Panel Screen</th>
<th>Document Camera</th>
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</table>

2. Determine availability of suitable conference room(s) using the conference rooms calendar (see Attachment 2 for setting up and using conference rooms calendar).
Attachment 2: Setting Up and Using Conference Rooms Calendar

Setting Up the Conference Rooms Calendar

1. Log on to GroupWise.

2. Open your calendar.

3. Click on **Multi-User** button.

4. Click the arrow that appears next to the Multi-User button and select **Add or Remove Users…**
5. If there are names in User List box, make sure they are all removed (by clicking Remove User button for each name) or unchecked (by clicking box before each name).

6. Click on Address Book icon.
7. Make sure **Look in:** is set to **Novell GroupWise Address Book.** (Click the arrow at the right end of **Look in:** box to display list of address books.)

8. Type **sphis** in **Look for:** box. (What is displayed in **Look for:** box will change as you type each letter.)
9. Click on **SPHIS 030 Conference Room**, highlighting it.

10. If **SPHIS 231 Conference Room** is not showing, scroll down until it is.

11. Hold down the Shift key and click on **SPHIS 231 Conference Room**, highlighting the six entries shown below.
12. Scroll down five entries, hold down the Ctrl key, and click on **SPHIS Computer Training & Testing Lab, Service Account** (the last two words or more might be cut off), highlighting it.

13. Click **To** button.
14. Make sure the seven conference rooms shown below are in **Selected** box.

![Image of Address Selector with conference rooms selected]

15. Click **OK** button.
16. Make sure all of the conference rooms have checkmarks before their names.

17. Click OK button.
18. GroupWise displays the day’s calendar for the conference rooms.

19. To go back to your own calendar, click on **Week**, **Day**, **Month**, or **Year** button.
**Using the Conference Rooms Calendar**

After the conference rooms calendar is set up the first time, it stays as your multi-user calendar until you change or delete it.

1. Log on to GroupWise.
2. Open your calendar.
3. Click on **Multi-User** button.
4. GroupWise displays the day’s calendar for the conference rooms.
5. To view a different date of the calendar, click on the Calendar icon and select the date, the right or left arrow icons to move a day forward or back, or **Today** button to show today.

6. To go back to your own calendar, click on **Week, Day, Month, or Year** button.
Attachment 3: Sending Appointment to Request Conference Room for Non-Classroom Use

This procedure assumes you know the conference room you wish to schedule. If this is not the case, first determine the target conference room by reviewing the conference rooms calendar (see Attachment 2 for setting up and using conference rooms calendar).

1. Log on to GroupWise.

2. Click on the “Schedule New Appointment” button.

3. Click in To: box and type sphis. (What is displayed in To: box will change as you type each letter.)
4. Use the down arrow key until the desired conference room is in To: box.

5. If desired, enter other attendees in To: and/or CC:.

6. Click in Place: box, and the conference room is entered automatically.
7. Click in **Subject:** box and type in name of activity or event.

8. Enter **Start date**, start time, and **Duration**: by clicking on the indicated icons.
When entering start date, click **Select Recurring...** if appointment is for more than one date or day,

and enter the dates or days in one of three ways:

picking dates,
entering days by example,

or, if you’re an advanced user, by formula (see GroupWise Help for how to do this).
When you’re done specifying the dates, click **OK** button.

9. When all the information is the way you want it, click **Send**.
Attachment 4: Online Procedure to Request Conference Room for Non-Classroom Use

1. Determine appropriate conference room by reviewing:
   a. Capacity and equipment using the table below, and

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Seating Capacity</th>
<th>Speaker’s Computer</th>
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   b. Availability in the conference rooms calendar (HOW TO: Conference rooms calendar set-up and use).

2. Send a GroupWise appointment request for your selected conference room [and to attendees] (HOW TO: Conference room appointment requesting non-classroom use). The receptionist checks frequently for conference room requests.

   -OR-

   Call the school receptionist (852-3299) and ask to schedule the conference room.

3. The receptionist either books the room or works something out with you.

4. Notify the activity attendees of the location, date(s) or day(s), and time(s) of the activity, if not already done.
Attachment 5: Online Procedure to Request Conference Room Classroom Use At or After 4:30 P.M. in Upcoming Semester or Term

1. At least two weeks prior to the start of the upcoming semester or term, submit an online request to schedule a conference room for classroom use with the following information:
   - Course ID, title, and program
   - Course director
   - Expected size of class
   - 1st [and 2nd] choice rooms by reviewing capacity and equipment (see table below)
   - Desired day(s) of week and time(s) of day (at or after 4:30 p.m.)
   - [Alternate day(s) of week and time(s) of day (at or after 4:30 p.m.)]

Only requests submitted online are accepted for processing. Phone calls or voice mail messages to the receptionist or Student Services cannot be accepted.

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</tbody>
</table>

2. One week prior to the start of the upcoming semester or term, review the published conference room schedule and, if required, contact Student Services (852-3289) to see if an adjustment can be worked out.

Conference rooms are assigned for classroom use in the following sequence:
   - MPH classes of 29-49 students: 030 or 103; by lot if needed
   - Other classes of 29-49 students: 030 or 103, as available; by lot if needed
   - MPH classes of 21-28 students: 001, 030, or 103, as available; by lot if needed
   - Other classes of 21-28 students: 001, 030, or 103, as available; by lot if needed
   - MPH classes of 11-20 students: 133, 231, 001, 030, or 103, as available; by lot if needed
   - Other classes of 11-20 students: 133, 231, 001, 030, or 103, as available; by lot if needed
   - MPH classes of 1-10 students: 110, 200, 133, 231, 001, 030, or 103, as available; by lot if needed
   - Other classes of 1-10 students: 110, 200, 133, 231, 001, 030, or 103, as available; by lot if needed

One week prior to the start of the semester or term, the schedule of conference rooms for classroom use is announced and published by Student Services.

3. Notify your students of the location, day(s), and time(s) of the classes.
Request Conference Room for Classroom Use At or After 4:30 P.M.

Your name: ____________________________________________________________________

Your phone #: ________________________

Semester/term: _______________________

Course ID: ____________ Course title: ________________________________________________

Course/section director: _____________________________________________________________

Expected number of students: _________ (maximum)

1st choice conference room: ___________ 2nd choice [optional]: _____________

Desired day(s) and time(s):

Alternate day(s) and time(s) [optional]:

Examples: Tues 4:30-7:30
Tues, Thurs 5:00-6:30

Submit Request
Attachment 6: Online Procedure to Request Conference Room for Classroom Use During Work Hours in Ongoing Semester or Term

1. Determine appropriate conference room by reviewing:
   a. Capacity and equipment using the table below, and

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Seating Capacity</th>
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</table>

   b. Availability in the conference rooms calendar (HOW TO: Conference rooms calendar set-up and use).

2. No sooner than two work days prior to the day of the class, submit an online request to schedule a conference room for classroom use with the following information:
   - Course ID and title
   - Course instructor
   - Size of class
   - 1st [and 2nd] choice rooms
   - Requested date and time

Requests received prior to the earliest day of request are not processed or retained for processing on the appropriate day. (See table, below.)

<table>
<thead>
<tr>
<th>Earliest Days for Requesting Conference Room Use as Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day of Class</strong></td>
</tr>
<tr>
<td>Monday</td>
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<tr>
<td>Tuesday</td>
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<tr>
<td>Wednesday</td>
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</tbody>
</table>

Only requests submitted online are accepted for processing. Phone calls or voice mail messages to the receptionist cannot be accepted.

3. The receptionist will notify you as soon as your request is processed. Conference rooms are assigned as available and on first-come, first-served basis.

4. Notify your students of the location, date, and time of the class.
Request Conference Room for Classroom Use During Work Hours

Your name: __________________________________________

Your phone #: _________________________

Course ID: ______________ Course title: ___________________________________________

Course/section director: __________________________________________________________

Number of students: __________

1st choice conference room: ____________ 2nd choice [optional]: _____________

Requested date and time: _____________________________________________

Example: 6/21 9-11

IMPORTANT: If request is submitted more than two days before day of class, it will not be processed. (See table.)

<table>
<thead>
<tr>
<th>Day of Class</th>
<th>Earliest Day of Request</th>
<th>Day of Class</th>
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<tbody>
<tr>
<td>Monday</td>
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Submit Request