PROVOST'S CONFERENCE ROOM
GUIDELINES FOR USAGE AND ETIQUETTE

GENERAL INFORMATION

Use of the Provost's Conference Room is extended to any OUHSC unit or group. Room reservations are made with the understanding that, in the event of a conflict, you may be asked to relocate or reschedule your meeting based on the needs of the Senior Vice President and Provost and/or his staff or designees.

LOCATION

The Provost's Conference Room is located in the Robert M. Bird Health Sciences Library Building.

Campus Address	:	LIB 223
Street Address	:	1105 N. Stonewall Avenue, Suite 223
		Oklahoma City, OK 73117
Phone	:	(405) 271-8001 | Ext. 48417
Conf. Table Speakerphone	:	(405) 271-8001 | Ext. 48630

ROOM CAPACITY

The conference room has 22 chairs around the table and an additional 12 chairs around the perimeter of the room (see page 4 for additional photos).

EQUIPMENT/ VIDEO CONFERENCING

All items in the conference room are the property of the Provost's Office and are not to be removed for any reason. Integrated audio-visual presentation equipment include Polycom videoconferencing capabilities. A glass board and an audio speakerphone are also available for your use. For audio-visual &/or videoconferencing assistance, please submit a Service Unit Request (SUR) to **Academic Media and Digital Services**. AMDS will schedule a time to assist you with your need(s). For questions, please contact AMDS at (405) 271-2318.

If you are not familiar with the room or the equipment set-up, we request that you schedule a time to preview the room and the equipment to assess your needs prior to your event.

PARKING

Employees are expected to park in their assigned parking lot and walk or use the campus shuttle bus system. If you anticipate that 10 or more attendees will require parking accommodations, you MUST coordinate parking arrangements with the Parking Office. If parking arrangements have not been approved for your attendees/guests to park in Lot 10-W, unauthorized vehicles will be ticketed.

Please send an email to **parking@ouhsc.edu** in order for their staff to accommodate the parking needs of your attendees. The email should be sent as soon as the event is in the planning stages.

The Parking Office will need to know the name of the event, date(s), time(s), the number of guests anticipated, and a point of contact for the event. They will also need a confirmation email sent with the final number of attendees one week prior to the event. The Parking Office will get in touch with the point of contact for the event and work out the parking arrangements. Alternate parking facilities will be arranged according to availability.

For additional information regarding conference parking, please go to: **http://oupts.ouhsc.edu/conference.htm** or call the Parking Office at (405) 271-2020.

CATERING / FOOD

If you are planning an event that will require food, arrangements need to be made for someone to be present at the time of delivery. It is also important that you consider the additional time needed for food delivery (plus pick-up time), set-up, and clean-up when you reserve the room. The room will need to be cleaned and ready for the next user.

Please contact **General Services** at (405) 271-2311 to arrange for additional housekeeping services if needed (extra trash cans delivery and pickup, etc.).

MAINTENANCE/ ETIQUETTE

Please ensure the conference room is cleaned of any trash, food, or drinks used during the meeting. Chairs straightened and pushed in. Any remaining handouts, agendas, etc. will need to be removed from the room; and the equipment and light will need to be turned off. **You are responsible for returning the room to its original state, including closing and locking the main door!**

TO MAKE A RESERVATION

To reserve the Provost's Conference Room – please use the Microsoft Office Outlook ONLINE Scheduling as follows:

1. *OPEN* Microsoft Office Outlook

2. *CLICK* on File > New > **Meeting Request**

3. Please follow *either* direction:

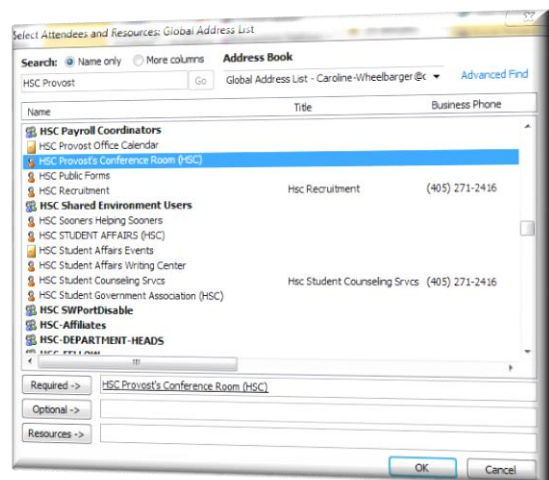   - In the "**To…**" box, *type* in: ***provostconf@ouhsc.edu***

    OR

    - *CLICK* on the "**To...**" button to go to the *Global Address List* Address Book, *type* in: **HSC Provost**
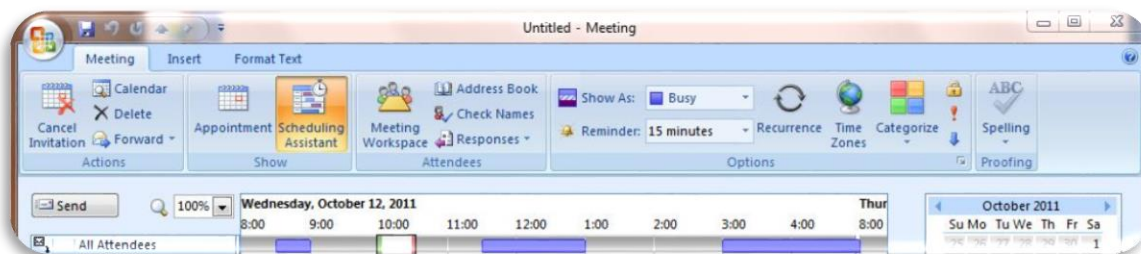
      DOUBLE CLICK on: "**HSC Provost's Conference Room (HSC)**"

      CLICK on the "**OK**" button

4. *CLICK* on the "**Scheduling Assistant**" button on the toolbar
    Choose the meeting *date*, *start* and *end time*
    (depending on the room availability: if available = <u>clear</u> box; if NOT available = <u>highlighted colored</u> box)

5. Once the selection has been made, *CLICK* on the "**Appointment**" button on the toolbar
   In the "**Subject:**" box, type in the name/general title of your meeting
   In the "**Location:**" box, *type* in: **HSC Provost's Conference Room (LIB 223)**
   CLICK on the "**Send**" button, for online scheduling reservation (ONLY if the room is available)
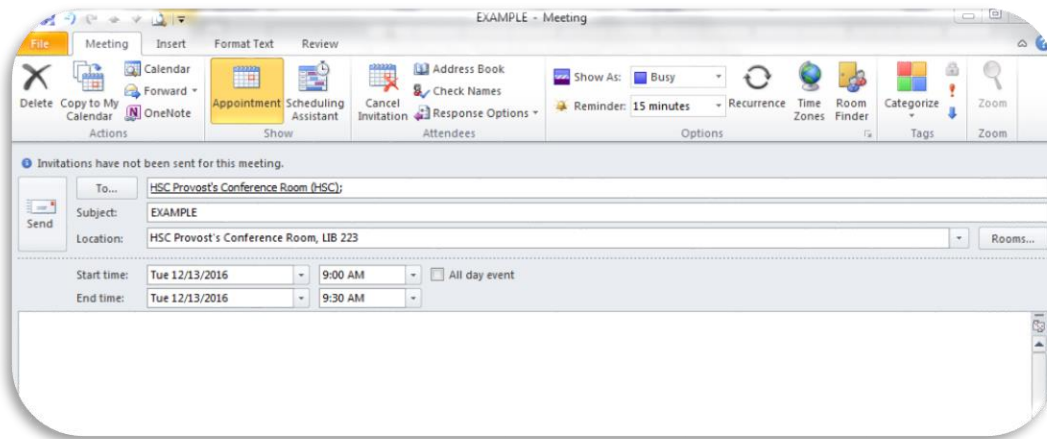
If you have any questions/comments, please contact the Office of the Senior Vice President and Provost at **OfficeoftheProvost@ouhsc.edu** or (405) 271-2332. Thank you!