

# DISCOVERY BUILDING










## Conference Room Reservation Procedures

*The Discovery building has seven conference rooms for use of the Arnold School of Public Health administration, faculty, and staff, and in support of community-based participatory research.*

### CONFERENCE ROOM USAGE RULES

Groups and meeting organizers are responsible to maintain the conference rooms. Your attention to the following guidelines will be appreciated by the next user. Groups who do not leave the room clean and orderly will lose the privilege to use our conference rooms.

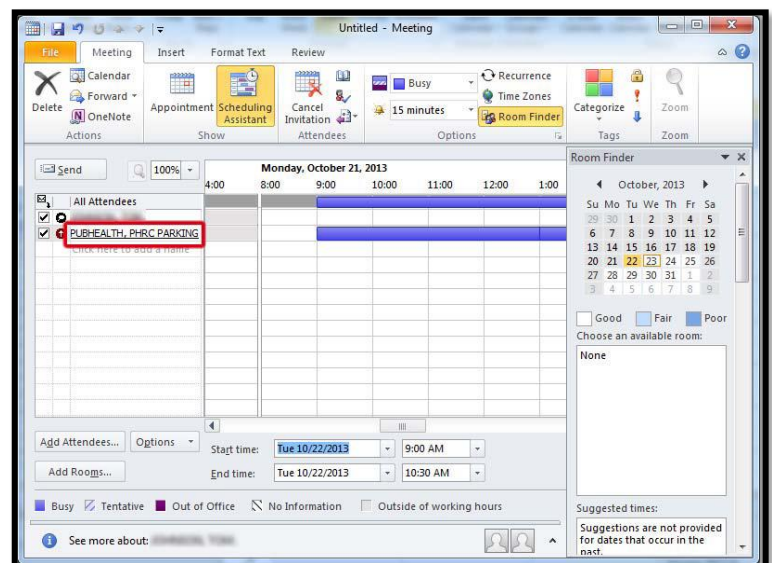
The ASPH administrative staff, who reserve the conference rooms for you, is not responsible to change the room layout, set up the audio-visual equipment, inspect the room beforehand, or clean up afterward.

-  Book your conference room early. Cancel early, if necessary.
-  If you need assistance with AV equipment, make arrangements at the time your reservation is booked.
-  Reserve extra time before and/or after your meeting for set up and clean up.
-  Rearrange tables and chairs as needed. RETURN them to the standard room layout afterward.
-  End your meeting on time to allow the next scheduled meeting to begin on time.
-  Wipe down the tables and chairs. Dispose of all paper and trash. If you have food in the room, this is IMPERATIVE.
-  Erase the white board.
-  Turn off all equipment and lights.
-  Do not remove chairs or tables from the conference rooms.

### CHECK CONFERENCE ROOM AVAILABILITY

Before calling or emailing the administrative contact (listed on page 2) to reserve a conference room, check its availability as follows:

1. In Outlook, click on the Calendar tab on the lower left of the screen which will bring up your personal calendar.
2. On the Quick Access Toolbar, click New Appointment.
3. Click Scheduling Assistant.
4. Under All Attendees, add the conference room names (shown in chart, page 2) you're considering. Below the displayed calendar, set the date, and beginning and ending times.
5. Outlook will search the conference room calendars and display in **blue** the times a room is *unavailable* but will not display the details of the reservation. You cannot reserve a room through Scheduling Assistant, only check availability.
6. Close the window and click "Do Not Save Changes."



- When scheduling a recurring meeting, please check ALL of the dates to see if there are conflicts with previously scheduled events. If so, check the availability of other rooms for that date. Recurring events also must have a START and END date that is clearly stated. **Recurring events for upcoming semesters are to be submitted 6 weeks prior to current semester's end date.**

Room Number	Room Name	Capacity	Square Footage	Primary Users	Administrative Contacts	Email
140	DISC140	54	964	Classes	Kim Crowe	<a href="mailto:crowekd2@mailbox.sc.edu">crowekd2@mailbox.sc.edu</a>
					Kim Durden	<a href="mailto:kndurden@mailbox.sc.edu">kndurden@mailbox.sc.edu</a>
259	DISC259	18	440	Classes/COMD	Kim Crowe	<a href="mailto:crowekd2@mailbox.sc.edu">crowekd2@mailbox.sc.edu</a>
					Kim Durden	<a href="mailto:kndurden@mailbox.sc.edu">kndurden@mailbox.sc.edu</a>
302	DISC302	14	280	HSPM	Sharon Gary	<a href="mailto:garysv@mailbox.sc.edu">garysv@mailbox.sc.edu</a>
					Kim Crowe	<a href="mailto:crowekd2@mailbox.sc.edu">crowekd2@mailbox.sc.edu</a>
331	DISCMPR	46	928	Classes	Kim Crowe	<a href="mailto:crowekd2@mailbox.sc.edu">crowekd2@mailbox.sc.edu</a>
					Kim Durden	<a href="mailto:kndurden@mailbox.sc.edu">kndurden@mailbox.sc.edu</a>
402	DISC402	10	280	EPID/BIOS	Kim Crowe	<a href="mailto:crowekd2@mailbox.sc.edu">crowekd2@mailbox.sc.edu</a>
					Kim Durden	<a href="mailto:kndurden@mailbox.sc.edu">kndurden@mailbox.sc.edu</a>
502	Calendar view restricted	10	280	Associate Dean (Restricted Use)	Kim Crowe	<a href="mailto:crowekd2@mailbox.sc.edu">crowekd2@mailbox.sc.edu</a>
					Kim Durden	<a href="mailto:kndurden@mailbox.sc.edu">kndurden@mailbox.sc.edu</a>
530	DISC530	10	225	HPEB	Pam Metz	<a href="mailto:pmetz@mailbox.sc.edu">pmetz@mailbox.sc.edu</a>
					Kim Crowe Kim Durden	<a href="mailto:crowekd2@mailbox.sc.edu">crowekd2@mailbox.sc.edu</a> <a href="mailto:kndurden@mailbox.sc.edu">kndurden@mailbox.sc.edu</a>

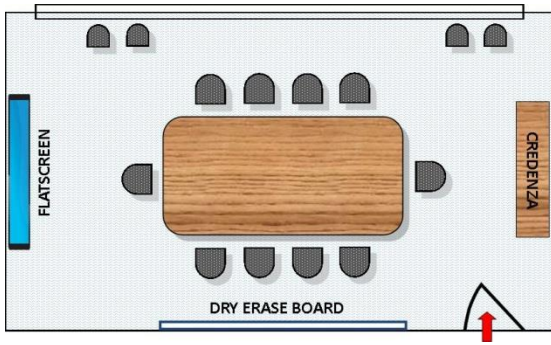
## **REQUEST A RESERVATION**

For a conference room reservation to be completed, your email to the administrative contact should include the following information:

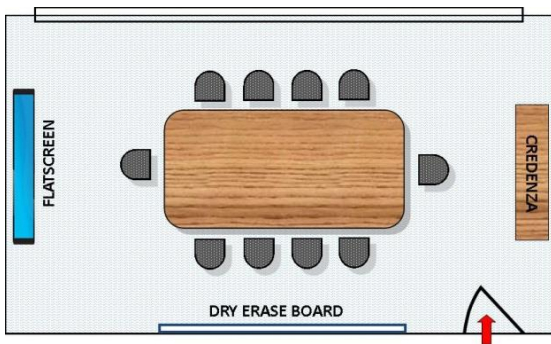
- Enter in the subject line, **CONFERENCE ROOM REQUEST**. Administrative contacts will receive a pop-up notification, helping to assure your email isn't overlooked in their inbox.
- Your department name.
- Conference room number (after you've checked its availability).
- Date, start and end times. At times, meetings may be scheduled back-to-back so reserve enough time to allow for set-up and clean up.
- Title for or type of meeting or event. If it is a grant-related meeting, provide the official title of the project, the grant name and number.
- The number of people expected.
- Indicate your need for AV projection equipment, conference phone, etc. (See following pages for equipment in each room).
- Indicate if there will be food in the room.

## CONFERENCE ROOM STANDARD FORMATIONS

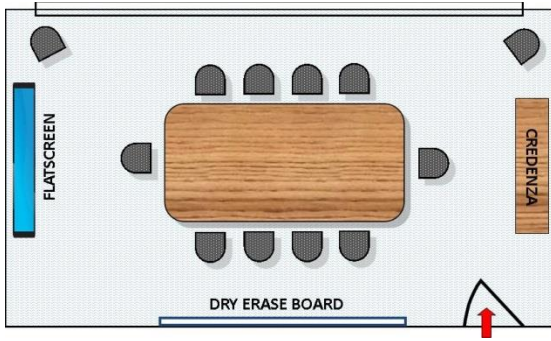
Discovery's private conference rooms **302**, **402**, and **502** comfortably seat ten people at the conference table. These rooms are approximately 280 square feet and have large west-facing windows. Each room is equipped with a 70" LCD monitor with laptop connections in the table, a webcam, a conference phone, and a dry erase board.



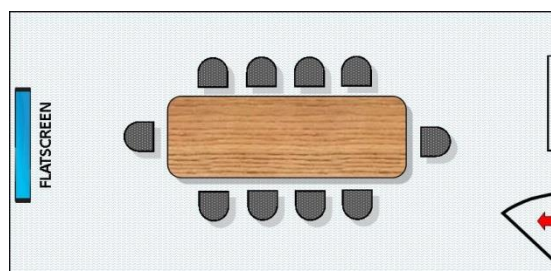
Room **302** has 4 side chairs. This room has **Polycom Video Conference System**, which only communicates with another Polycom, Tandberg, or equivalent system (this is not Skype). Conference phone number is **803-777-9862**.



Room **402** has 2 side chairs. Conference phone number is **803-777-0436**.



The **Associate Dean for Research Conference Room 502** has a **Polycom Video Conference System**, which only communicates with another Polycom, Tandberg, or equivalent system (this is not Skype). Conference phone number is **803-777-8962**.



Room **530** is approximately 225 square feet. Also has webcam for Skype. This room does not have whiteboard or window. Conference phone number is **803-777-1444**.

## CONFERENCE ROOM 140

**Capacity:** 54 people. 27 tables. 54 chairs.

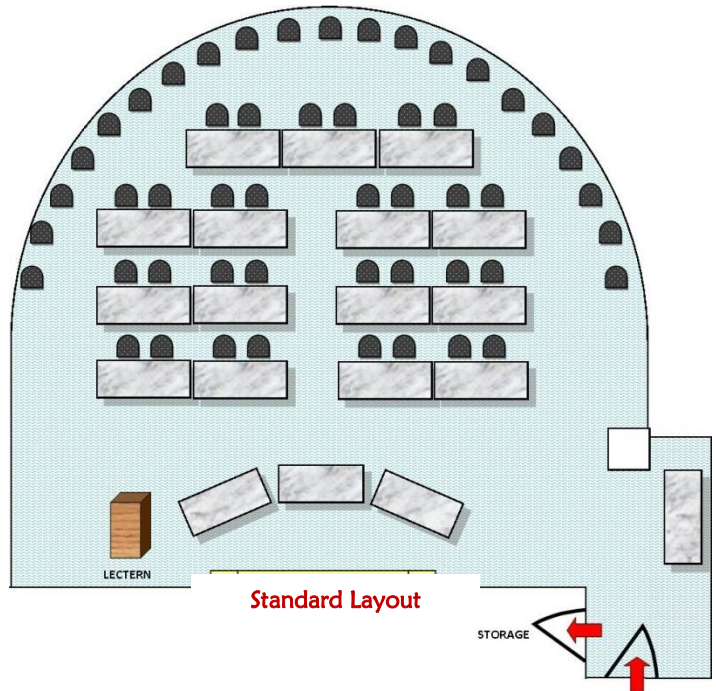
**Size:** Approximately 964 square feet.

**Equipment:** Presentation lectern, conference phone, audio/speakers. VGA and HDMI are available for projection and internet capabilities. You will need to bring a laptop. Two 8' banquet tables are available for food or registration.

**Conference phone number:** 803-576-5675

The **Columbia's Cooking!** staff is available to provide cooking demonstrations and healthy menus for your meetings. A use agreement and fee schedule are available for your review.

**House Keeping:** RETURN tables and chairs to the room's STANDARD LAYOUT. Turn off overhead projector and lights. Return the remote to the lectern at the front of the room. Make sure all shades are raised to mid-level or higher. **Do not lock the door.**



## COMMUNITY ENGAGEMENT ROOM 331

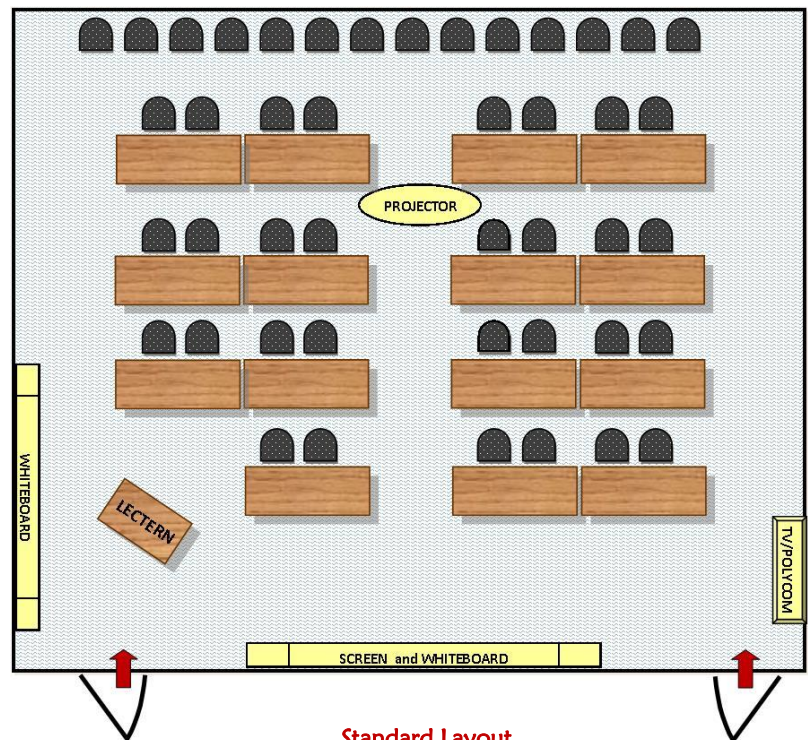
**Capacity:** 46 people. 18 tables. 46 chairs.

**Size:** Approximately 928 square feet.

**Equipment:** Projector, screen, audio, two white boards, lectern, PC, projector remote control. **Polycom Video Conference System**, which only communicates with another Polycom, Tandberg, or equivalent system (this is not Skype). Two banquet tables for food or registration.

**Conference phone:** There is no conference phone, but there are data/phone ports which support an IP telephone.

**House Keeping:** It is the responsibility of the meeting organizers to leave the conference room clean and immediately available for next scheduled meeting. Return all tables and chairs to this standard room layout with 15 tables.



This conference room remains locked when not in use. **Please make arrangements for key sign-out in advance of meeting date.**

## CONFERENCE ROOM 259

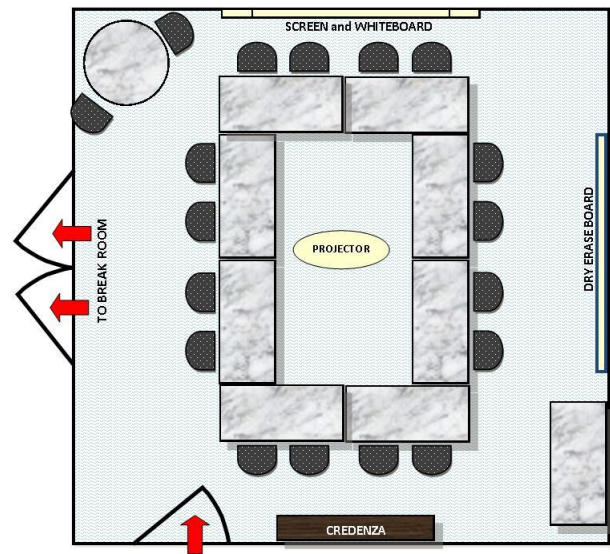
**Capacity:** 18 seated at 8 rectangular tables.

**Size:** Approximately 440 square feet.

**Equipment:** Projector, screen, VGA and HDMI, audio support with speakers, two whiteboards and a conference phone.

**Conference phone number:** 803-576-5692

**Access and Additional Accommodations:** *Please make arrangements for key sign-out in advance of meeting date.* This room is adjacent to the 2nd floor break room and conveniently allows groups to host meetings involving food. Coordinate meetings requiring use of the break room with the administrative contact.



**Standard Layout**