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.

<table>
<thead>
<tr>
<th>Campus Address</th>
<th>LIB 223</th>
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<tbody>
<tr>
<td>Campus Phone</td>
<td>Ext. 48417</td>
</tr>
<tr>
<td>Street Address</td>
<td>1000 Stanton L. Young Boulevard</td>
</tr>
<tr>
<td>Phone</td>
<td>(405) 271-8001 – Ext. 48417</td>
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ROOM CAPACITY
The conference room has 20 chairs around the table and an additional 20 chairs around the perimeter of the room.

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. A dry erase board, projection screen, and video conferencing equipment are available for your use. Please contact Academic Media and Digital Services at (405) 271-2318 for equipment/video conferencing assistance.

*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
If you anticipate that 10 or more attendees will require parking accommodations, you MUST coordinate parking arrangements with the Parking Office.

Please send an email to parking@ouhsc.edu in order for their staff to accommodate the parking needs of those 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. On campus participants are expected to walk or use the campus shuttle bus system.
If parking arrangements have not been approved for attendees/guest to park in J-Lot, unauthorized vehicles will be ticketed. 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; and tables back in their original order. 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: Provost’s
     DOUBLE CLICK on: “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 = clear box; if NOT available = highlighted colored 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: *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 (405) 271-2332. Thank you!