

Department of Family Medicine - Conference/Classroom Room Booking Form

Meeting requested by: _____ email: _____

(If person does not have a FOB & alarm code, then meeting must occur between 9:00 a.m. – 5:00 p.m.)

Name of Person Booking Room: _____ Date room was reserved: _____

Email confirmation sent to requester? Yes No

Date & Time of Event: _____

Event: _____ Number of Participants: _____

General Information:

On-site contact person and/or person with knowledge on how AV/IT works – should be on site <u>at least 20 min</u> before event starts to test systems.	Name(s): Email: Tel:
Any additional prep-time needed? If so, allow for this when booking the room (i.e. 15 min, 30 min. before and after meeting/event, for room set up, refreshments, cleanup, etc.)	Special Instructions/Comments:
NOTE: Inform person requesting room booking that if they plan to use handouts, these must be ready prior to event taking place and must bring enough for all participants; no printing of material will be done day of event.	

NOTE: For departmental staff & departmental meetings only: if requiring supplies, make sure to check stock at least a week prior to event AND inform Marie-Anne (recep-adm.fammed@mcgill.ca) when stock is getting low. Non-dept'l bookings must furnish their own supplies.

Room Required:

- Room 303 – Videoconferencing Room (capacity 10-12 around table; 20 if 2nd row is added)
- Room 304 - Classroom (capacity 35 + presenter comfortably; maximum 40)
- Room 305 - Classroom (capacity 20 + presenter comfortably; maximum 25)
- Both Classrooms 304 & 305 (capacity 61 with desk chairs + 3 presenters; maximum 70 with added chairs)
- Room 306 – Aquarium Conference Room (capacity 9-10 around table comfortably; 20 if chairs added & 25 if used in theatre style)
- Room 318 – Research Conference Room (capacity 8 comfortably; up to 12 if 2nd row of chairs is added)
- Room 325 - Graduate Studies Conference Room (capacity 6-8 comfortably)
- Room 333 - Recording Studio

AV/IT required:

- None required
- Video conferencing unit – available only in Room 303
- Smart Boards – available only in classroom 304 and 305
- Regular presentations (computer and screen) available in all rooms
- Webinar (Skype, Go-to, Jeans, Zoom, etc.) available in all rooms
- Polycom system (can be used in all rooms)
- If not a McGill employee is WiFi guest account needed? If so, complete request form on NCS site: <http://kb.mcgill.ca/kb/?ArticleId=1214&source=article&c=12&cid=2#tab:homeTab:crumb:8:artid:1214:src:article>