

The University of Alabama at Birmingham

Heersink School of Medicine Managed Conference Room Guidelines and Scheduling Procedures

The following policies and procedures have been developed to ensure the proper use and preservation of those conference rooms maintained by the School of Medicine (SOM) Dean's Office.

- **Altec Styslinger Genomic Medicine & Data Sciences** (ALGEN 401, 501, 601, 701, 705A, 825)
- **Bevill Biomedical Sciences Building** (BBRB 170 & 263)
- **Community Health Services Building** (CH20-302)
- **Kaul Human Genetics** (KAUL-270 Finley)
- **Lyons-Harrison Faculty Office Tower** (LHFOT 1202, 1101, 1111, 1001, 803, 847, 713)
- **McCallum Basic Health Sciences Building** (MCLM 102, 302, 402, 502, 602, 702, 802A & 901A)
- **Pittman Biomedical Research Building** (PBMR 101)
- **Shelby Biomedical Research Building** (SHEL 105 & 615)
- **Volker Hall** (VH-G037-Classroom, VH-G011 & VH-G007)

Requests and scheduling are handled by the HSOM Dean's Office.

Contact information: Ainslee Boswell | ainslee@uab.edu

Please read over the following in detail.

The sponsoring party/department will be held responsible for any non-compliance.

Availability:

Available for SOM faculty and Staff for academic meetings, Monday through Friday, 8:00 a.m. to 5:00 p.m. ONLY. **Extended hours are available, please contact Ainslee Boswell directly for booking.*

The rooms are open for various purposes, including individual meetings, ongoing meetings, classes, workshops, seminars, and even non-university-related activities. Nevertheless, it's important to note that the use of these spaces is subject to the discretion of the HSOM Dean's Office. Their usage should align with reasonable expectations and take into account priority considerations.

Reservations:

Reservations operate on a first-come, first-served basis through Virtual EMS. While you can plan ahead and make future reservations, please note that confirmation will only occur four weeks before your event date. Once you've successfully reserved a slot, no other bookings will be accepted for the same timeframe. However, if a reservation with priority access is secured, your reservation may be relocated to an alternate suitable location. Rest assured, you'll be promptly informed of any changes to your reservation status.

For LHFOT 1001, KAUL-270 Finley & VH-G037-CLASSROOM Reservations Only:

The Scheduling Coordinator will initiate a request to Physical Security on your behalf ahead of the requested date and time to grant access to the room. The room will be unlocked and locked according to the schedule you provide, with a standard 30-minute buffer time. If your requirements extend beyond this standard buffer, kindly reach out to the Scheduling Coordinator (Ainslee Boswell – ainslee@uab.edu) via email to discuss your specific needs.

Cancellations:

Cancellations for meetings scheduled in the Dean's Office conference rooms require 24-hour advance notification. Failure to give sufficient notice could result in the loss of scheduling privileges.

Priority Access:

Priority access to specific rooms is as follows:

- ALGEN: department which resides on floor
- BBRB 170 & 263: Bevell Biomedical Sciences Building Faculty and Staff.
- CH20-302: Department of Family and Community Medicine Faculty and Staff.
- KAUL-270 Finley: Kaul Human Genetics Faculty and Staff.
- LHFOT Conference Rooms: 1202 - School of Medicine
any other room - department which resides on floor
- MCLM 102, 302, 402 502, 602, 702, 802A & 901A: McCallum Basic Health Sciences Building Faculty and Staff.
- PBMR 101: Anesthesiology Chair Office
- SHEL 105 - Rheumatology, SHEL 615 - Building Faculty & Staff
- VH-G037-Classroom, VH-G011 & VH-G007: Volker Hall Building Faculty and Staff.

Equipment:

Each conference room is equipped with state-of-the-art Audio/Visual Equipment. To ensure smooth operation, there is an instructional guide in each room.

In case of any maintenance or hardware issues, please promptly report them to the Scheduling Coordinator at extension 4-1111, and they will coordinate with the relevant staff member for assistance.

Please note that the rooms are set up in a standard configuration and cannot be rearranged. Any unauthorized furniture movement or damage to the furniture or room may result in a suspension of your room usage privileges, with associated charges billed to your department.

User Rules and Responsibilities:

Here are some important guidelines to follow for the use of conference rooms:

- The sponsoring party/department assumes full responsibility for the event, including all arrangements and setups. Rooms must be returned to their original configuration. Any room or equipment damage will result in charges and a denial of future room use.
- Avoid using tape, tacks, or staples on walls, doors, windows, or A/V equipment.
- While food is allowed, it's recommended that the sponsoring party assigns an attendant to manage delivery, setup, serving, and cleanup. On the 12th floor of FOT, the use of provided placemats and coasters is mandatory.
- Use only Styrofoam cups; plastic or paper cups are not permitted.
- Keep the conference room doors closed at all times due to the proximity of others. Maintain a low noise level.
- After each meeting, bag and pull all trash from garbage cans for building services pickup. Please call 934-WORK(9675) to schedule a trash pick-up.
- Whiteboards can only be used with approved markers. Thoroughly erase them after your meeting.
- Do not write on MondoPad Smartboards or other displays.
- Refrain from sitting on tables or using furniture in unintended ways.
- Use microfiber cloths from the storage cabinet for table cleaning; liquids can stain and damage the furniture.
- Before leaving the room, remember to turn off all lights and A/V equipment if applicable.

Damage Fees:

In all cases, the department listed on the Scheduling Request Form will be responsible for all damage and cleaning costs incurred during the reservation time.