102 Tower conference room guide

The following have been defined as Microsoft Teams-capable conference rooms that can be scheduled through Microsoft Outlook. Except where noted below, each room is equipped with a conference phone, TV, whiteboard, HMDI cable, and Crestron Air media server for wireless presentation.

Medium size conference rooms also have cameras.

Large conference rooms are Microsoft Teams-capable and come equipped with 360-degree cameras and two TVs.

There are no fixed computer stations. Please bring a laptop (and any needed dongles) if you need to present on the TVs.

102 Tower - 1302 - Olympic - Large – 17

102 Tower - 1303 - Volcano - Large - 17

102 Tower - 1509 - Grand Canyon - Large - 16
102 Tower - 1510 - Voyageurs - Medium - 10
102 Tower - 1601 - BI Room
102 Tower - 3118 - Sequoia - Medium - 8
102 Tower - 3146 - Redwood - Medium – 6

102 Tower - 3159 - Bryce Canyon - Large - 16
102 Tower - 3247 - Hot Springs - Small - 4
102 Tower - 3302 - Joshua Tree - Medium - 7
102 Tower - 3322 - Dry Tortugas - Small - 5
102 Tower - 3441 - Haleakala - Medium - 8
102 Tower - 4116 - Yellowstone - Medium - 7
102 Tower - 4144 - Grand Teton - Medium - 7
102 Tower - 4158 - Everglades - Small - 4
102 Tower - 4160 - Rocky Mtn - Large - 30
102 Tower - 4161 - Great SandDunes - Small - 7
102 Tower - 4417 - Arches - Small - 6
102 Tower - 5120 - Death Valley - Medium - 7
102 Tower - 5135 - Isle Royale - Medium - 7
102 Tower - 5150 - Zion - 50
102 Tower - 5151 - Shenandoah - Small - 5
102 Tower - 5371 - Great Smoky - Large - 15
102 Tower - 5416 - Kings Canyon - Small - 5
102 Tower - 6401 - Black Canyon - Small - 6
102 Tower - 7400 - Collaboration - Large - 30
102 Tower - 7402 - Mesa Verde - Small - 4
102 Tower - 7403 - Mammoth Cave - Small - 4
102 Tower - 7404 - Petrified Forest - Small - 6
102 Tower - 7405 - Badlands - Small - 6
102 Tower - 7410 - Collaboration - Medium - 11
102 Tower - 7430 - Collaboration - Small - 8
102 Tower - 7431 - Glacier - Small - 6

# General Policies

* A room may not be scheduled for a single meeting greater than ***three*** hours without administrative approval.
* Recurring meetings may not be scheduled for more than 12 months.
* Conference rooms automatically accept meeting requests for rooms from any UMail user provided the room is not already booked.
* Failure to provide subject and number of attendees may result in your meetings being removed from the conference room.
* The 102 Tower Conference room admins have the final authority to decline and reschedule meetings. If you have questions or requests, contact the administrators at

102-Tower-Conference-Room-Administrators@umail.utah.edu

# Priority access will be granted as follows:

* UITL- and ITS C-Level leadership meeting requests
* Director-level meeting requests
* If you have scheduled a room that is needed by leadership, you may be asked to move your meeting locations and/or time

# Shared conference rooms should not be used for the following:

* Employee work rooms or use in lieu of a private office
* Small work groups should use huddle spaces

# Meeting organizer responsibilities

* All meeting requests must include a subject that clearly defines the purpose of the meeting and number of attendees.
* The scheduler’s name and contact information must also be included in the body of the request.
* All meetings should be set up as Microsoft Teams meetings
* Organizers are expected to delete cancelled meetings. Please don’t keep a room reserved if it is not in use.
* Organizers should use a room that is sized for the number of in-person attendees. Large conference rooms should only be used if the meeting size requires it.

#  Housekeeping

* Conference rooms in 102 Tower do not have door locks. The building is a secure facility, but caution is still advised. You should not leave personal items (purses, laptops, coats, etc.) unattended in rooms.
* Use whiteboard-approved markers.
* Do not remove HMDI adapters or TV remotes from rooms.
* Clean up the room. Place all trash in receptacles, clean whiteboards. Contact Tom Jennings if necessary.

# Meetings with external attendees

* Provide attendees the contact name of the person they should ask for when they arrive.
* Please provide parking lot information, and let the attendee know if you will be providing parking validation. Inform the 102 Tower front desk as well.
* Prior to the meeting, email the 102 Tower front desk at 102tower-frontdesk@utah.edu. The email should contain the meeting date and time, the primary attendee's or applicant's name, and whom they will be meeting with. Include any special instructions re: how you want to be contacted (cell number, desk number, Microsoft Teams message, etc.) once they have arrived and any other instructions.
	+ For example: Do you want them to wait in the lobby, send them up to your floor and wait by the elevators, should we call someone else to bring them up, etc.