102 Tower Conference Room Guide

The following conference rooms have been defined as 102 Tower shared Skype Conference Rooms and as such are scheduled using Outlook. Except where noted below each room is equipped with: Skype 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 equipped with 360-degree cameras, a Skype Room System 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 ***3*** hours without admin 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 admins 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 Skype 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

* When setting up the meeting invitation, please let attendees know that they should check in with the University of Utah reception desk (located in the lobby) when they arrive at 102 Tower.
* 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#, desk#, Skype for Business or 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.