Room Scheduling Users Guide

UCONN HEALTH

Parking Transportation and Event Services

All conference room scheduling requests are processed through our online system. FOAPAL coding must be provided at the time of the request. For those customers who do not have FOAPAL coding to provide, please call x2127 to discuss your scheduling needs.

If a room reservation needs to be canceled, please contact the Parking Transportation & Event Services at Roomscheduling@uchc.edu . If the room reservation included a setup, the reservation MUST be canceled at least 24 hours prior to the setup time or the setup fee will still be charged.

PLEASE NOTE: Due to constraints with parking availability during the various construction phases, any request that will require parking spaces for outside attendees (regardless of the # of spaces required) MUST be approved by Parking Administration. The online request form has been updated and now requires all requestors to indicate the number of attendees, and any additional parking requirements. This information MUST be completed for all reservation requests. *NO EVENT IS CONFIRMED UNTIL A PARKING DIRECTIVE HAS BEEN DETERMINED AND A RESERVATION CONFIRMATION HAS BEEN RECEIVED BY THE REQUESTOR.*

ADVANCE RESERVATIONS DURING CONSTRUCTION PERIODS:

Due to the unpredictability of construction schedules, we are currently not confirming room reservations in advance of 2 months prior to the event date for most events. Exceptions to this guideline *may* be made in circumstances where outside speakers or large events are being requested.

Currently **all** events that are for an **outside group** will undergo an additional approval process before a reservation is confirmed.

Questions?

✉ **Email** Room Scheduling at: Roomscheduling@uchc.edu

or

☎ **Call** Parking Transportation and Event Services at: ext. 2127

To check room availability and reserve a room:

Users can check room availability and make room reservation requests via the Social View web application. Social View currently includes both common rooms managed by Parking Transportation and Event Services, as well as classrooms managed by the Office of Medical Education.

The link to Social View is: http://www.netsimplicity.net/UConnHealth/socialview/TimeLine.aspx

The initial view in Social View defaults to all rooms and will look like this:

To change your view to rooms managed by Parking Transportation and Event Services, click on the arrow by the word Filters located on the left side under the monthly calendar. The box will expand to show two filter drop-down boxes.

The option for the first drop down box defaults to "All Resources", change this option to "Room Scheduling Managed Rooms". The screen will refresh to include only those rooms scheduled by the Room Scheduling area.

Conference rooms and auditoriums will be listed on the screen along with any events already booked in the space.

To change the date displayed, select a new date from the left side calendar.

To review room amenities, hover over the name of the room until a pop-up box appears. This pop-up box will list:

- Room capacity (***Please note*** – Room Capacity is maximum capacity based on a Theater Style setup; Capacity varies depending on the setup style requested.
- Amenities including microphones, computers, podiums, projectors, etc. which are ***permanently*** installed in the room
- A thumbnail size floor plan picture, and a link to a room floor plan in adobe .pdf format

To request a room reservation, click on the "Please click here to submit a request" link at the top of the page.

The Request Meeting form will open:

Complete the Request Meeting form with all required information:

- **Meeting Start Date & Time** – *NOTE:* if your meeting requires a room setup, one hour of setup time will automatically be added to the room reservation to facilitate this setup.
- **Meeting End Date & Time**
- **Location** – *FOR OFFICE USE ONLY*
- **Meeting Title** – a descriptive name for the event
- **Room Requested** – select from drop down list
- **Room Preference** – *FOR OFFICE USE ONLY*
- **Recurring Meeting** – check if recurring meeting, if not recurring leave unchecked
- **Recurrence Dates** – if recurring meeting, list the dates of reoccurrence.
- **Reservation Type** – *FOR OFFICE USE ONLY*
- **Comments/Special Instructions** – any misc. information regarding the request, i.e. parking arrangements already made, setup questions, etc.
- **Requester Name** – name of the person who will be the primary contact for the event
- **Requester Phone #**
- **Requester email address** – the email address where all correspondence regarding the event will be sent
- **Sponsoring Department** – department which is sponsoring the event and which owns the FOAPAL coding being entered with request.
- **Host (If different from Requester)**
- **# Attending** – this is the total number of people attending including speakers, students, etc.
- **Attendees are:** (*NOTE:* this is breakdown of the # attending, and should equate to the # entered above as # Attending.)
  - **UCHC Students**
  - **UCHC Staff**
  - **UCHC Physicians**
  - **Outside Attendees**
- **Number of additional parking spaces required for Outside Attendees** – the number of parking spaces which will be required for outside attendees. Any request requiring parking for outside attendees will undergo an additional approval requirement. Once a parking determination has been made, an email will go out to the event organizer. The event organizer is responsible for notifying the attendees of where they are to park.
- **Room Setup Type** – choose from standard styles, or non-standard style (diagram must be sent to Roomscheduling@uchc.edu if selecting non-standard style)

- **If room setup is required:**
  - o **Number of Tables**
  - o **Number of Chairs**
- **Will food or refreshments be served?** No or Yes
- **How many extra waste containers are required?**
- **FOAPAL Coding** (*NOTE:* You can enter up to 3 different FOAPAL accounts.)
  - o **Fund**
  - o **Organization**
  - o **Program**
  - o **% of Total**
- **Visible on Social View**– *FOR OFFICE USE ONLY*

Once all fields are completed, click on the Send Request button at the bottom of the screen to submit the request.

After clicking on the Send Request button, you will be brought to an acknowledgement screen which will state that your meeting request has been sent.

Request Meeting   MRM

Your meeting request has been sent. [FacilitiesRoomSche@uchc.edu; lodovico@uchc.edu]

Close Window

Done   Internet   100%
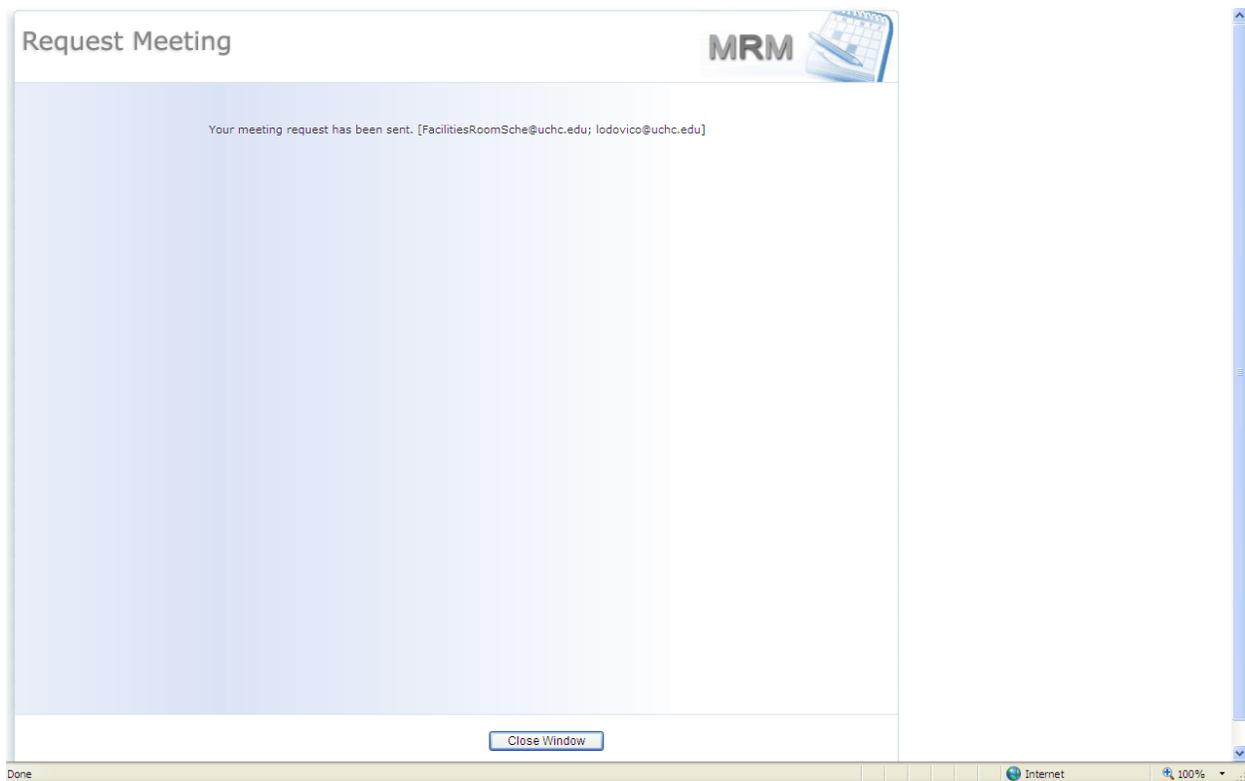
You will also receive a system generated email indicating that your request has been received.
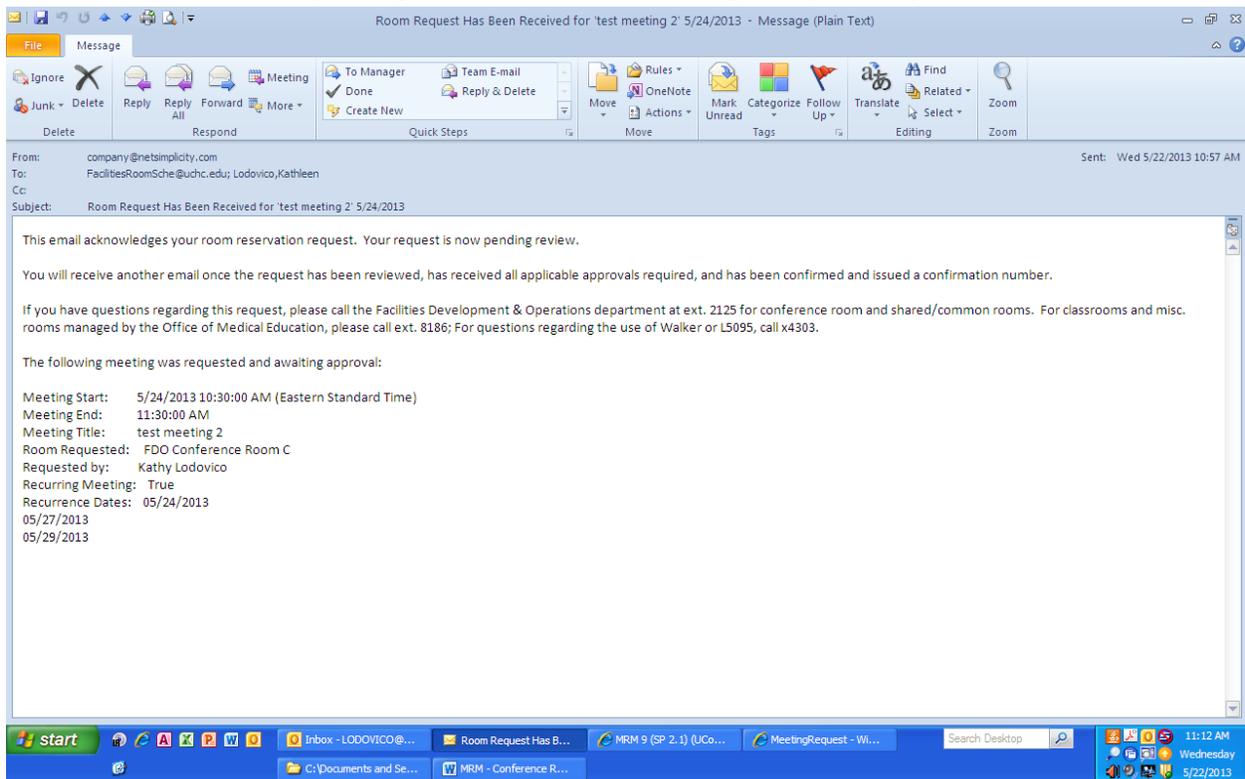
PLEASE NOTE: This email is an acknowledgement that you have made a room request. The room reservation **IS NOT CONFIRMED** yet. All reservation requests are reviewed by the Room Scheduler. Any requests that require additional approvals (i.e. outside groups, or parking needs for outside guests) are routed for those approvals. Once all required approvals are secured, then a confirmation email will be sent. No reservation is confirmed until a confirmation has been issued.

PARKING NOTE:

If your request includes Outside Attendees who will require parking – you will receive a system generated email indicating what the outcome is of your parking request. This email will include information on where the individuals are required to park for the event, as well as any charges that will be assessed for parking. The event organizer is responsible for notifying the attendees of where they are to park.

SETUP CHARGE NOTE:

If your request includes a room setup – you will receive a system generated email indicating what type of setup was requested.

- If the setup is one of our standard setups (i.e. – Theater Style, U-Shape, Herringbone, Open Square, Breakout Session, or Conference Style) you will be charged a flat $50 setup fee.
- If the request is for a non-standard style the setup will be billed at a rate of $50 per hour for setup & breakdown – minimum 1 hour.

ADMINISTRATIVE FEE:

Effective immediately, all room reservation requests will incur a $5.00 Administrative fee. The Administrative fee will be in addition to any room setup charges for the event request. This fee will be assessed per meeting. Outside groups who do not have FOAPAL coding to provide will be direct billed this fee, along with any setup charges incurred.

This Administrative fee will help to offset the Health Center's room scheduling and common room maintenance costs.