THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Education

Guidelines for Room Bookings
Neville Scarfe Building & Ponderosa Commons North
Updated January 2024

This document is intended to support administrators in a streamlined process for booking meeting rooms in the Faculty of Education buildings: Neville Scarfe (2125 Main Mall) and Ponderosa Commons North (6445 University Boulevard). These rooms are available for meetings and events. These rooms are not available for classes and may not be booked by students or by external groups, except with special permission.

As of July 2023, the following Faculty-wide rooms are available for booking:

Room	Description & Layout	Capacity	Audio-Visual (AV) & Zoom
SCRF 308A	Third-floor large videoconferencing room, fixed Boardroom layout	18	Built-in videoconferencing system with Zoom
SCRF 309	Third-floor small videoconferencing room, flexible layout	8	Built-in videoconferencing system with Zoom
SCRF 310	Third-floor multi-purpose room	50 theatre style 24 boardroom style	AV projector & screen; Zoom cart through UBC IT
SCRF 313	Third-floor mid-size video-conferencing room, flexible layout	12	Built-in videoconferencing system with Zoom
SCRF 2414	Fourth-floor faculty, staff, and graduate student lounge	60 for events 40 theatre style	No AV equipment; Zoom cart through UBC IT
PCN 1306A	Basement videoconferencing room, U-shaped with a fixed layout	18	Built-in videoconferencing system with Zoom
PCN 2012	LLED & EDST; ground-floor Multi-Purpose Room (MPR), flexible layout	50 theatre style 32 boardroom style	AV projector & screen; Zoom cart through UBC IT

Individual units may have their own meeting rooms. Please refer to the Administrative Manager (or equivalent) of the unit for guidelines associated with meeting rooms that are not Faculty-wide.

JUMP TO:

Request Booking Authorization

In each unit, delegated individuals have been authorized to book meeting rooms using the *Education – Room Bookings* calendar in Microsoft Outlook. Note that all bookings must be made using the *Education – Room Bookings* calendar to ensure that booking conflicts do not occur; **bookings should not be entered directly into the individual room calendars**.

During onboarding, new staff who require access should be granted access to the *Education – Room Bookings* calendar, and the necessary individual room calendars. For this onboarding process, supervisors must submit a service request through the [UBC IT Self Service Portal](). A sample request is as follows:

Hello,
This is a request to onboard new hire FirstName LastName, Position Title in UNIT. Their details are as follows:

CWL:
Employee #

Please provide them with access to the following FASmail Outlook Calendar Rooms:
- *Education – Room Bookings*
- *Education – R-RM SCRF 308A*
- *Education – R-RM SCRF 309*
- *Education – R-RM SCRF 310*
- *Education – R -RM SCRF 313*
- *Education – R-RM SCRFL 2414*
- *Education – R-RM PCOH 1306A*
- *Education – R-RM PCOH 2012 - Multipurpose Room (for LLED/EDST only)*

Book a Room

As noted, authorized representatives from each unit can book meeting rooms using the *Education – Room Bookings* calendar in Microsoft Outlook. Below is the process for booking rooms using Outlook 2019 on a PC computer. The process is very similar for Mac users.

1. Open the shared calendar *Education – Room Bookings*. It is also advisable to open the appropriate room calendar to cross-check - e.g., *Education - R-RM SCRFL 310*.

    Note: It is best to close your personal calendar, as Outlook may use it by default rather than the *Education – Room Bookings* calendar and the booking request will be declined.

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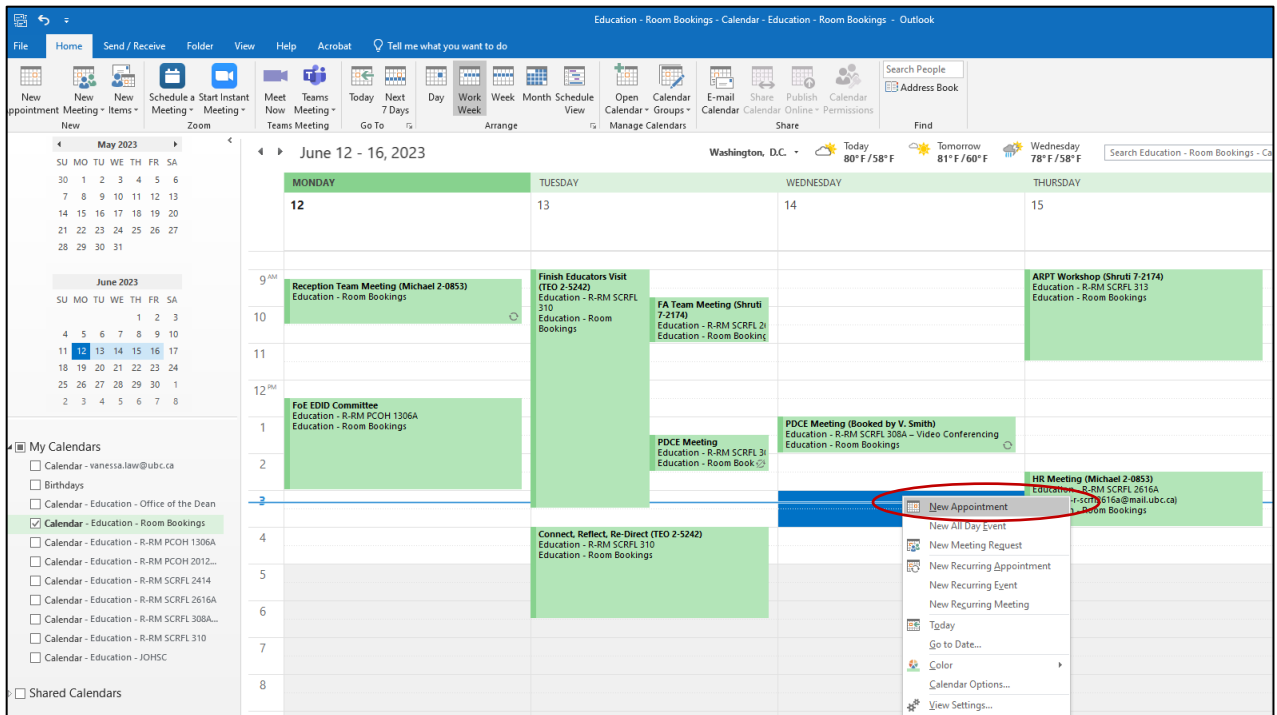
2. Select the time frame you would like to book a meeting, and right to create a **New Appointment** in the *Education – Room Bookings* calendar. Please include the following details in the **Subject** line: *Name or Purpose of Meeting (First Name of Booking Contact, Phone Number of Booking Contact)*. For example: *Office Planning Meeting (Vanessa 2-5211)*.
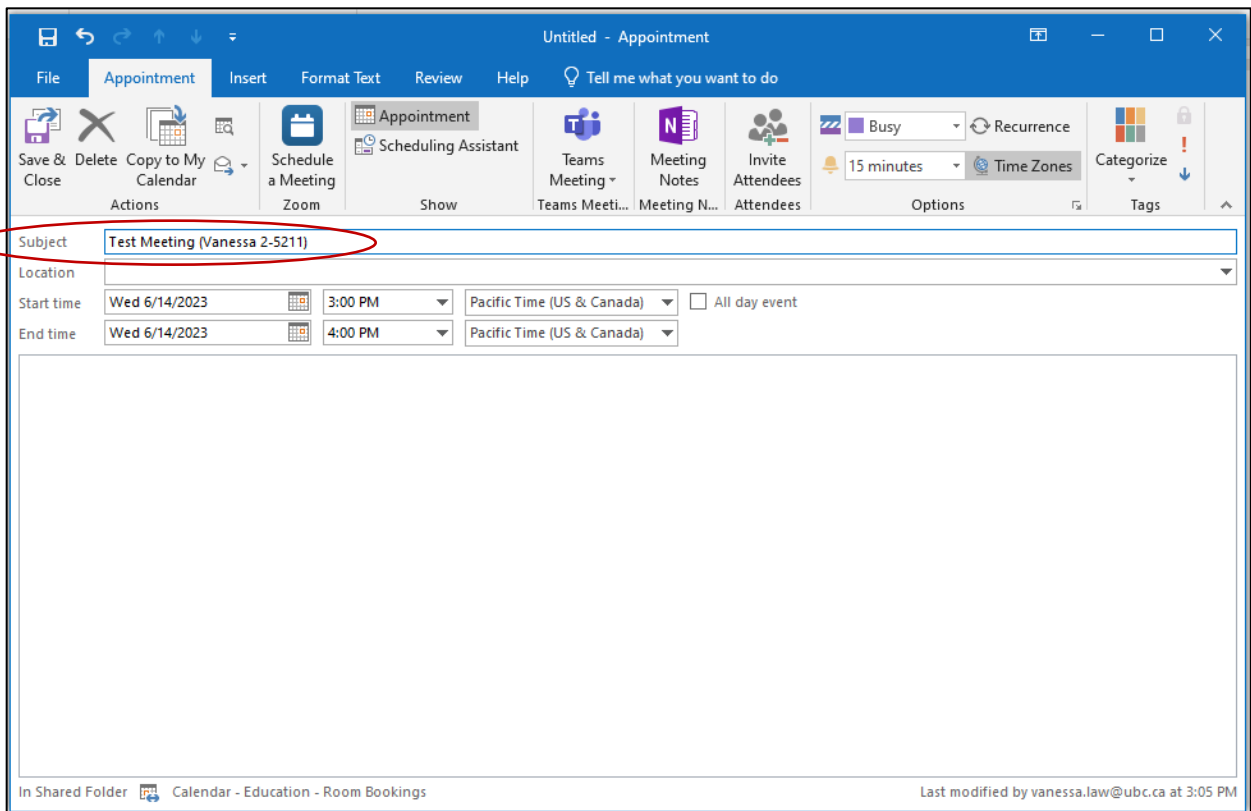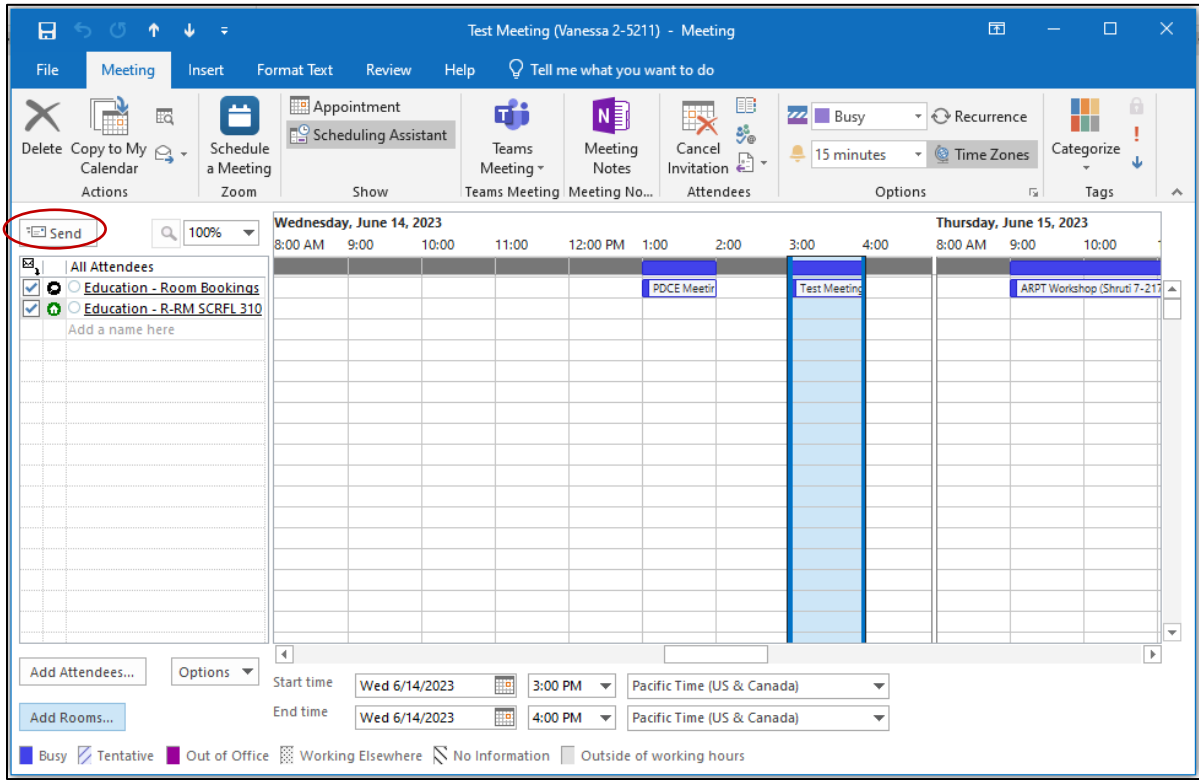
3. To indicate which specific room will be booked, click on **Scheduling Assistant** within the Appointment panel and then click the **Add Rooms** button in the bottom left corner.
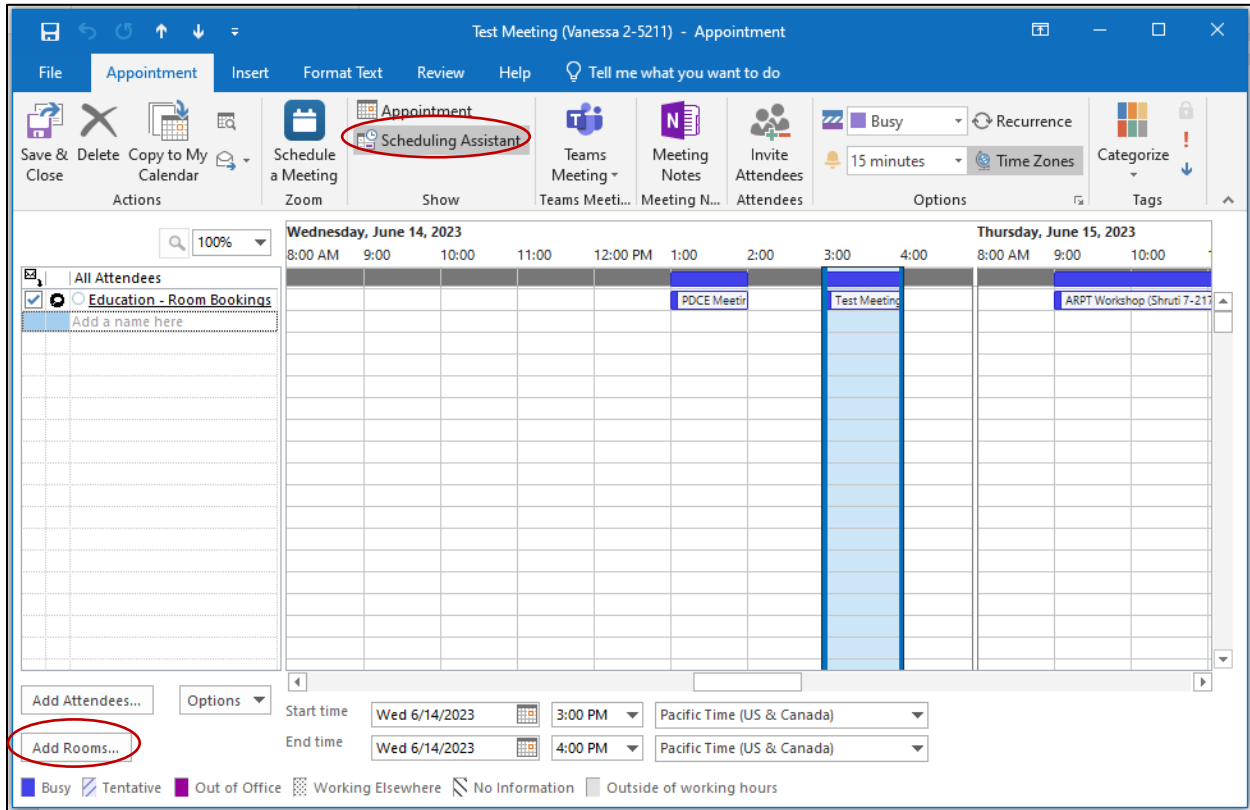

4. Select and **double-click on the meeting room** you wish to book, and then click **OK**.
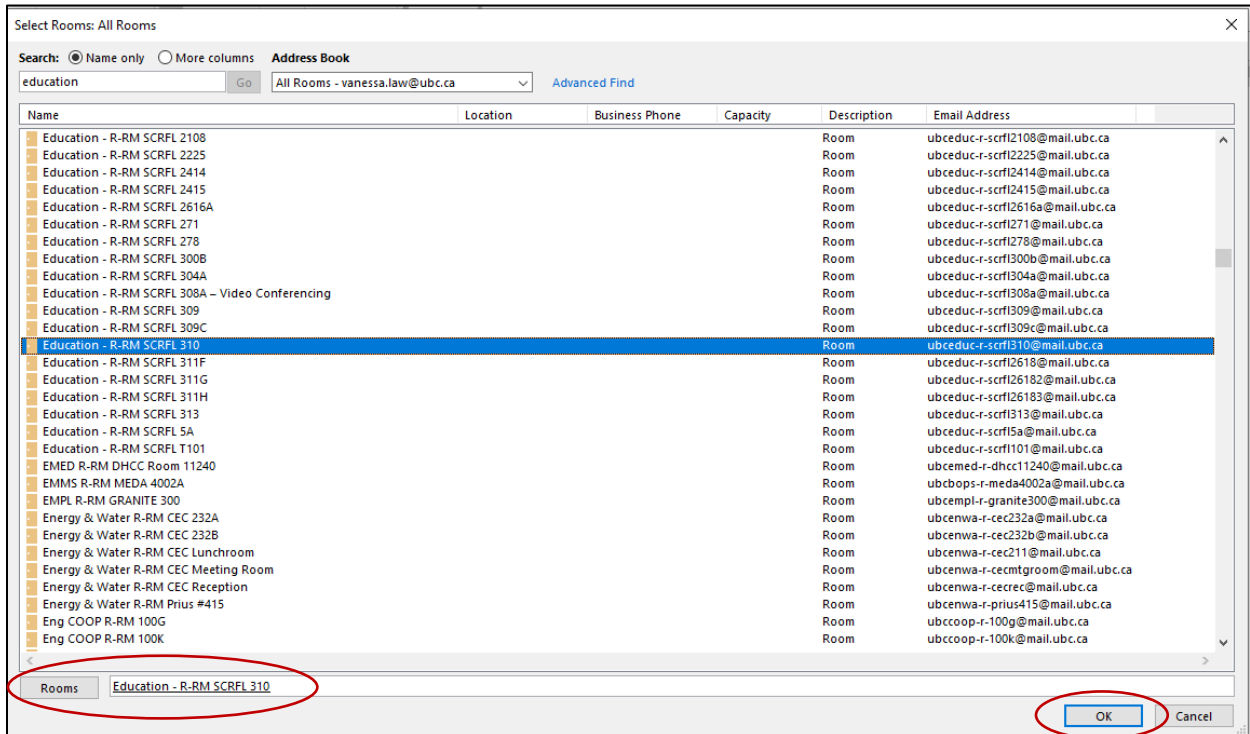
5. Once the specific meeting room is added as an "Attendee", click **Send**.

6. If the room is available, the booking will be added to both the *Education - Room Bookings* calendar and the **corresponding Room Calendar**. Always cross-check the corresponding Room Calendar to ensure that the booking has been made for the correct date and time.
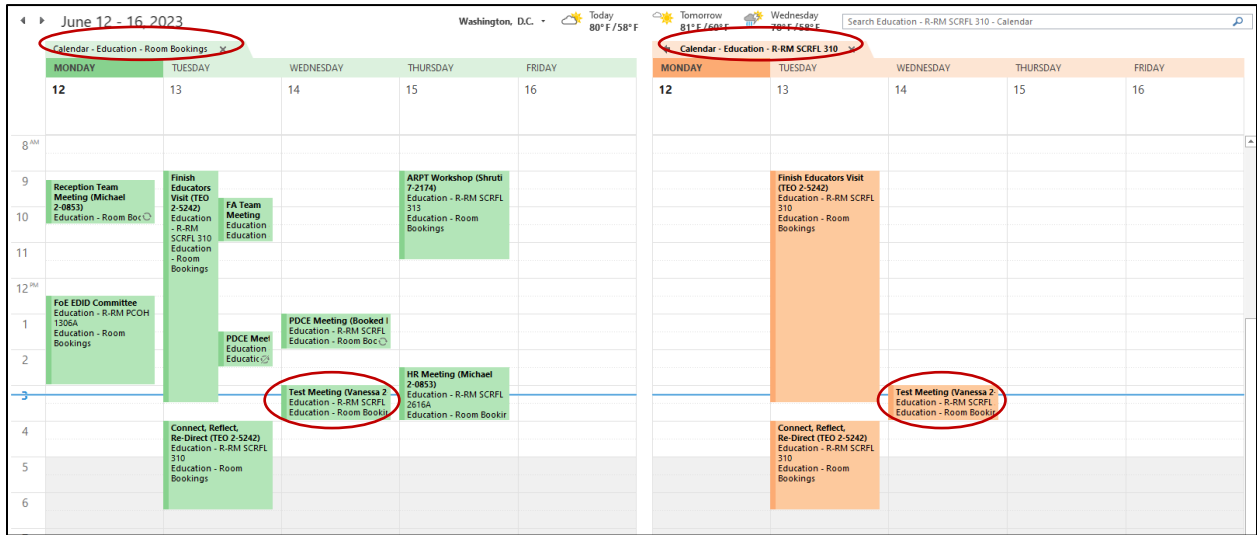
Note: if a booking is declined but the time block is free on the Room Calendar, double check the list of attendees in the Scheduling Assistant (step 5) screen and make sure that the meeting originator is *Education – Room Bookings* and not your personal calendar. If you are listed as meeting originator, you will need to re-start the process from *Education – Room Bookings*.

Cancel a Booking

1. Open the *Education – Room Bookings* calendar and double click on the booking that you wish to cancel. The details of the booking will pop up in a new window as displayed below.
2. Click on **Cancel Meeting** and then **Send Cancellation**.
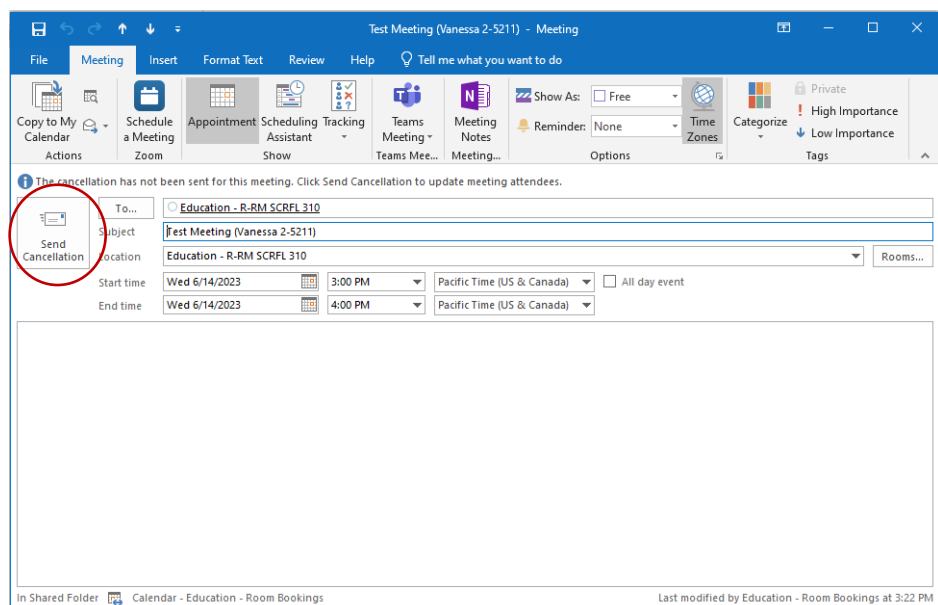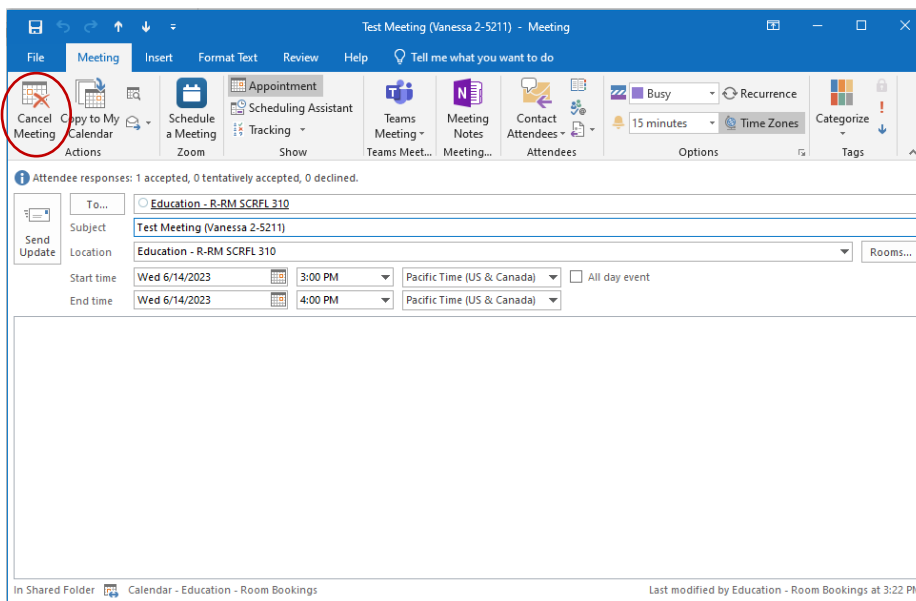
Update a Booking

1. To make changes to an existing booking, open the *Education – Room Bookings* calendar and double click on the booking you wish to update.
2. Make any necessary revisions, and then press **Send Update** so that the changes are reflected in both the *Education – Room Bookings* calendar and the **corresponding Room Calendar**.

Questions?

Please contact the Dean's Office at info.educ@ubc.ca or 604-822-4145.