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.

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

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

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
- Book a Room
- Cancel a Booking
- Update a Booking

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 <u>UBC IT Self Service Portal</u>. A sample request is as follows:

Hello,

This is a request to onboard new hire <mark>FirstName LastName, Position Title</mark> in <mark>UNIT</mark>. 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*.

<u>Note</u>: 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.

Continued on the next page.

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✓ May 2023		June 12 - 16, 2023		Washington, D	.C △ Today 80°F/58°F	← Tomorrow #** 81° F / 60° F	Wednesday 78°F / 58°F
30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 24 25 26 27		MONDAY 12	TUESDAY 13		WEDNESDAY 14		thursday 15
June 2023 SU MO TU WE TH FR SA	9 [™]	Reception Team Meeting (Michael 2-0853) Education - Room Bookings	Finish Educators Visit (TEO 2-5242) Education - R-RM SCRFL 310	FA Team Meeting (Shruti			ARPT Workshop (Shruti 7-2174) Education - R-RM SCRFL 313 Education - Room Bookings
4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	10		Education - Room Bookings	Education - R-RM SCRFL 2 Education - Room Booking			
25 26 27 28 29 30 1 2 3 4 5 6 7 8	12™ 1	FoE EDID Committee Education - R-RM PCOH 1306A Education - Room Bookings			PDCE Meeting (Booked by V.	. Smith)	
My Calendars Calendar - vanessa.law@ubc.ca Districtory	2			PDCE Meeting Education - R-RM SCRFL 3(Education - Room Book Ø	Education - Room Bookings	O	HR Meeting (Michael 2-0853)
Calendar - Education - Office of the Dean Calendar - Education - Room Bookings	2				\sim	New Appointment	Education: <u>B</u> -RN SCRFL 2616A -r-scrth/616a@mail.ubc.ca) 1. Derom Bookings
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Calendar - Education - R-RM SCRFL 2414 Calendar - Education - R-RM SCRFL 2616A Calendar - Education - R-RM SCRFL 308A	6					New Recurring Event New Recurring Meetin	ıg
Calendar - Education - R-RM SCRFL 310	7					Go to Date	•
> 🗌 Shared Calendars	8					Calendar Options ★ [™] View Settings	

 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).

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1	Subject	Test Meeting (Vanessa 2-5211						
	Location							•
	Start time	Wed 6/14/2023	3:00 PM 👻	Pacific Time (US & Canada	a) 🔻 🗌 All day event			
	End time	Wed 6/14/2023	4:00 PM 🔻	Pacific Time (US & Canada	a) 🔻			
	In Shared Fol	der 🕎 Calendar - Education	n - Room Bookings			Last modified by vaness	a.law@ubc.ca	at 3:05 PN

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.

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4. Select and **double-click on the meeting room** you wish to book, and then click **OK**.

Select Rooms: All Rooms				×
Search: Name only More columns Address Book				
education Go All Rooms - vanessa.law@ubc.ca <>	Advanced Find			
Name Location	Business Phone	Capacity Description	on Email Address	
Education - R-RM SCRFL 2108		Room	ubceduc-r-scrf12108@mail.ubc.ca	^
Education - R-RM SCRFL 2225		Room	ubceduc-r-scrfl2225@mail.ubc.ca	
Education - R-RM SCRFL 2414		Room	ubceduc-r-scrfl2414@mail.ubc.ca	
Education - R-RM SCRFL 2415		Room	ubceduc-r-scrfl2415@mail.ubc.ca	
Education - R-RM SCRFL 2616A		Room	ubceduc-r-scrfl2616a@mail.ubc.ca	
Education - R-RM SCRFL 271		Room	ubceduc-r-scrfl271@mail.ubc.ca	
Education - R-RM SCRFL 278		Room	ubceduc-r-scrfl278@mail.ubc.ca	
Education - R-RM SCRFL 300B		Room	ubceduc-r-scrf1300b@mail.ubc.ca	
Education - R-RM SCRFL 304A		Room	ubceduc-r-scrf1304a@mail.ubc.ca	
Education - R-RM SCRFL 308A – Video Conferencing		Room	ubceduc-r-scrf1308a@mail.ubc.ca	
Education - R-RM SCRFL 309		Room	ubceduc-r-scrf1309@mail.ubc.ca	
Education - R-RM SCRFL 309C		Room	ubceduc-r-scrf1309c@mail.ubc.ca	
Education - R-RM SCRFL 310		Room	ubceduc-r-scrfl310@mail.ubc.ca	
Education - R-RM SCRFL 311F		Room	ubceduc-r-scrfl2618@mail.ubc.ca	
Education - R-RM SCRFL 311G		Room	ubceduc-r-scrfl26182@mail.ubc.ca	
Education - R-RM SCRFL 311H		Room	ubceduc-r-scrfl26183@mail.ubc.ca	
Education - R-RM SCRFL 313		Room	ubceduc-r-scrf1313@mail.ubc.ca	
Education - R-RM SCRFL 5A		Room	ubceduc-r-scrfl5a@mail.ubc.ca	
Education - R-RM SCRFL T101		Room	ubceduc-r-scrf1101@mail.ubc.ca	
EMED R-RM DHCC Room 11240		Room	ubcemed-r-dhcc11240@mail.ubc.ca	
EMMS R-RM MEDA 4002A		Room	ubcbops-r-meda4002a@mail.ubc.ca	
EMPL R-RM GRANITE 300		Room	ubcempl-r-granite300@mail.ubc.ca	
Energy & Water R-RM CEC 232A		Room	ubcenwa-r-cec232a@mail.ubc.ca	
Energy & Water R-RM CEC 232B		Room	ubcenwa-r-cec232b@mail.ubc.ca	
Energy & Water R-RM CEC Lunchroom		Room	ubcenwa-r-cec211@mail.ubc.ca	
Energy & Water R-RM CEC Meeting Room		Room	ubcenwa-r-cecmtgroom@mail.ubc.ca	
Energy & Water R-RM CEC Reception		Room	ubcenwa-r-cecrec@mail.ubc.ca	
Energy & Water R-RM Prius #415		Room	ubcenwa-r-prius415@mail.ubc.ca	
Eng COOP R-RM 100G		Room	ubccoop-r-100g@mail.ubc.ca	
Eng COOP R-RM 100K		Room	ubccoop-r-100k@mail.ubc.ca	~
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Rooms Education - R-RM SCRFL 310				
			ОК	Cancel

5. Once the specific meeting room is added as an "Attendee", click **Send**.

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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.

4 1	June 12 - 16, 20	023		Washington,	D.C. • 🍊 Today 80°F/58°F	Tomorrow #	Wednesday Search E	ducation - R-RM SCRFL 310 - C	alendar	م
	Calendar - Education - Roo MONDAY	m Bookings	WEDNESDAY	THURSDAY	FRIDAY	Calendar - Education	R-RM SCRFL 310 TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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6										

<u>Note</u>: 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.

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Update	Location	Education - R-RM SCR	RFL 310					•	Rooms
	Start time	Wed 6/14/2023	3:00 PM	 Pacific T 	ime (US & Ca	inada) 🔻 🗌 All	day event		
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In Shared	Folder ह (Calendar - Education - F	Room Bookings				Last modified by Education - R	oom Bookings	at 3:22 PM

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The cancellation has r To Subject Send Cancellation	ot been sent for this mee <u>Education - R-RM</u> Fest Meeting (Vaness Education - R-RM SCI	ting. Click Send Cancella <u>SCRFL 310</u> a 2-5211) RFL 310	ation to update meeting	attendees.		•	Rooms
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In Shared Folder 🕎 Ca	lendar - Education - Roor	n Bookings		La	ist modified by Educa	tion - Room Booki	ngs at 3:22 PM

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**.

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Send	Subject	Test Meeting (Vanessa 2-521	1)					
Update	Location	Education - R-RM SCRFL 241	1	1			•	Rooms
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						to do a difficil to fide a franc		
in Shared	rolder 👸	calendar - Education - Room I	ookings			Last modified by Education -	KOOM BOOKIN	gs at 3:44 PM



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