

GUIDELINES FOR BOOKING THE SEMS MEETING ROOM

Introduction

The SEMS Meeting Room, Physical Sciences 1, Room 221, is a flexibly-designed room which can be used for seminars, meetings and small classes, primarily by the School of Engineering and Mathematical Sciences and the Faculty of Science, Technology and Engineering. The natural capacity is 30 based on 2 people per table. However, more can be accommodated if additional chairs are provided and the room is configured appropriately.

The room has modern MultiSite videoconferencing facilities that enable simultaneous displays (e.g. of people at two off-campus sites or of a PC screen display and people at one off-campus site). The IP address is 131.172.99.10).

All of the tables and chairs are on wheels and can be easily moved into a configuration most suitable for the meeting/seminar. Simple foot-brakes on the tables can be used to secure the tables once in position. Tables not required can be folded and neatly stacked away.

It is intended that permanent bookings will be made for all regular uses of the room by SEMS and FSTE (e.g. Department seminars and meetings and Faculty committee meetings). Thereafter, the room will be available for booking on a first-come, first-serve basis.

Bookings and Use of the Room

- Bookings for the SEMS Meeting Room can be made on-line at <http://www.latrobe.edu.au/sems/meetingroom/>. If you have any problems please contact Michele Mooney on extension 2107.
- Bookings will be listed in an Outlook calendar. You can view the calendar by clicking on your calendar and then selecting “Open a Shared Calendar” then type in “SEMS Meeting Room”.
- A swipe card for access to the room will be available from the CSCE General Office, the Mathematics and Statistics Office and from Debby Clements at the Faculty Office. Staff with bookings over lunch (1-2 p.m.) should ensure the card is collected before 1.00 p.m. The card should be collected before 5pm for all bookings after 5pm or before 9am on the following day. The card is to be returned immediately after the end of each booking or the next morning in the case of evening bookings.
- To unlock the door, place the access card against the reader, the light indicator on the door handle will change to green and the door handle will unlock.
- To lock the door, place the access card against the reader, the light indicator on the door handle will turn off and the door handle will lock.

- In general, School and Faculty bookings take priority over other bookings and meetings requiring videoconferencing and multimedia facilities have priority over meetings that do not require these facilities.
- Notwithstanding the priorities outlined above, once made, all bookings are secure. It will be a matter for negotiation between the parties if one party has a particular need for the room when it has already been booked by another party.
- When booking the room users should include set up and cleaning time.
- There is no particular standard configuration in which the room should be left. However, it is the responsibility of those using the room to leave it in a clean and tidy state for the next user of the room. See checklist below.
- Note that tables should **not** be used to sit on, and surplus tables should be dismantled and stacked in a section of the room removed from the main traffic flow area. (Instructions on how to dismantle the tables can be found at <http://www.latrobe.edu.au/sems/meetingroom/>).
- There are no kitchen facilities associated with the room. Users must provide their own utensils and supplies if they wish to have food and/or drinks during their meeting/seminar. Please remove any leftover food or drinks at the conclusion of your meeting/seminar.
- Please note that the room is equipped with smoke detectors, hence any hot water urn/kettle must not be allowed to remain continuously on the boil as the steam could trigger the smoke detectors.
- It is the user's responsibility to familiarize themselves with the operation of the room beforehand. Training can be arranged on the use of the videoconferencing and multimedia facilities. Information is also available at <http://www.latrobe.edu.au/sems/meetingroom/>. All technical enquiries relating to the use of these facilities should be addressed to: helpdesk@cs.latrobe.edu.au. For urgent assistance there is a telephone on the lectern with a list of numbers to call.

AFTER YOUR MEETING PLEASE ENSURE THE FOLLOWING:

1. The video-conference system is turned off, on the console select “Exit” then “Shutdown” and the Master Volume of the Mixer on the equipment rack is turned back to zero.
2. The microphone cables are rolled up and the microphones replaced on the cradle by the window.
3. All excess food and rubbish is placed in the bin provided or removed from the room.
4. Turn off all the lights
5. Lock the room, by placing the access card on the reader, the indicator light on the door handle should turn off. If the light is green then the door is still unlocked.