

Felicia Stewart Conference Room Guidelines

Welcome to our community conference space. We are pleased to offer this space to you and have a few guidelines that you will find useful and perhaps answer many questions before you get here.

Amenities:

- Our conference room offers a poly-com conference phone, coffee makers, a hot pot for tea water, LCD projection through a wide screen TV, flip charts and easels, and markers. Please do not disconnect and move the poly-com conference phone to a different area within the conference room.
- We have seating at a table for about 24-25 people in a circle, we have classroom style seating for 25 at tables, with an additional 10 chairs that can be used without tables. The tables are on wheels and can be moved easily, even out of the conference room if you choose, to have seating for 35 without tables. Prior to leaving the conference room, please make sure the tables and chairs are left in the same arrangement that you found them.
- We have a separate entrance, so the attendees do not have to walk into the offices if they choose not to, and they can directly access the bathrooms in the hallway.

Operational Issues:

- We are trying to be a low waste or zero waste conference site. That means we do not have disposable items. We have glassware, plates, bowls and cutlery for 24 people. We use glass pitchers and filtered water, but do not have bottled water on site. If you would like to use disposable items, you will need to furnish those items yourself.
- In light of using non-disposable items, we ask that you leave enough time to set up and clean up the space. We have a dishwasher on-site for your convenience. We also have the appropriate cleaning material for the hand wash items (like serving bowls and cutting boards). Prior to leaving, please load any dirty dishes in the dishwasher and run a cycle. Please wipe food crumbs from all tables and conference room back counter.
- We have mixed paper and plastic/can recycling on site, but we do not compost.

Absolutes:

- Due to a severe allergy of some of our staff, **there should be no mango items** in your food choices when hosting an event on our site. Please do not bring mango into the kitchen, use any of the plates or cutting boards to prepare them (even if they get washed, it can cause a reaction). It would also be our preference if you did not order food that included mango as an ingredient.

Security:

- The building is open Monday through Friday from 7 am to 7 pm. If your meeting is within that time frame, no additional arrangements have to be made. However, if your meeting starts later than 7 pm (or on a weekend), or if you anticipate late comers, all the names of the attendees must to be submitted to the security office 48 hours in advance. If they are not on the list they will not be let in. Please make sure your attendees are aware of this requirement, and we would suggest preparing that list for evening or weekend meetings even if you do not think participants will come late. The list has to be submitted to Chelsea Simms, Program Coordinator, at simmesc@obgyn.ucsf.edu or faxed to (510) 986-8960, so we can send it to the security office in time. For additional questions please call Chelsea at (510) 986-8922. Please let us know if you have any additional questions before hosting your event at our site. We look forward to having you.