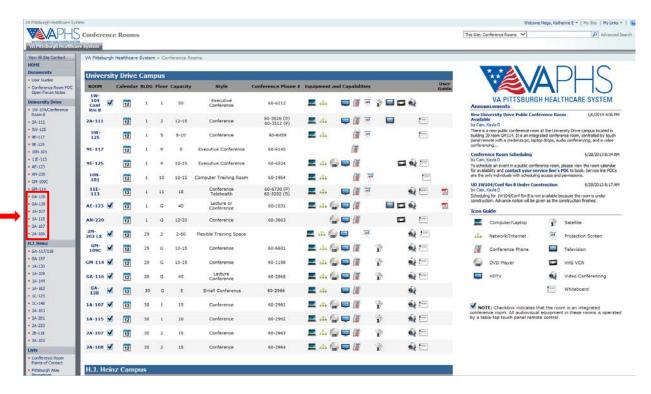
The Research Office Building (ROB) (Building #30) at University Drive houses several conference rooms, interview rooms and exam rooms. This guidance document provides information on the available spaces as well as who to contact to reserve rooms in the Research Office Building.

1. Conference rooms:

- a. Conference rooms are located on each floor of the ROB. The conference rooms are named according to floor and location.
 - i. GA116: Located on the ground floor. Capacity 40
 - ii. GA138: Located on the ground floor near the kitchen. Capacity 5
 - iii. 1A107: Floor 1 near windows. Capacity 15
 - iv. 1A115: Floor 1 interior hallway. Capacity 10
 - v. 2A107 and 2A108: Floor 2 near windows. Each has capacity of 15, with option to combine rooms in to larger room.
- b. To see if a date/time is available, review the calendar for each conference room by visiting the VAPHS SharePoint site and clicking "Conference Rooms". See below.



c. To view individual calendars for each room, select the conference room name from the listing. See below:



- d. Once you determine a date/time. You must email your Research Point of Contact (see Table 1), to reserve the space. The email must include the following:
 - i. Room
 - ii. Date
 - iii. Start and End Time
 - iv. Name of Meeting/Event
- 2. Interview and Exam Rooms:
 - a. There are 4 small interview rooms and 4 exam rooms in the ROB. The interview rooms do not have a computer or projection screen, and have a capacity of 1-4 people MAX.
 - b. If you require regular scheduling access to these rooms, you must email Katherine Nega (<u>Katherine.Nega@va.gov</u>) in the Research Office with the reason for your need to utilize these rooms. Ms. Nega will grant you access to a SharePoint site and provide you with instructions on how to self-reserve the interview and exam rooms in the ROB.

<u>Table 1: Research POC's for Scheduling Research Office Building Conference Rooms</u>

If you are affiliated with:	Your POC(s)
The Center for Health Equity Research and Promotion (CHERP)	Katherine Brickett <u>Katherine.Brickett@va.gov</u> Rose Pfeuffer <u>Rose.Pfeuffer@va.gov</u>
The Geriatric Research, Education and Clinical Center (GRECC)	Dawn Fuhrer Dawn.Fuhrer@va.gov
The Mental Illness Research ,Education and Clinical Center(MIRECC)	Sara Chapman Sara.Chapman@va.gov Deborah Orand Deborah.Orand@va.gov
Unaffiliated with a Center/ Part of Research Administrative Staff	Stephanie Partee Stephanie.Partee@va.gov Nicholas Squeglia* Nicholas.Squeglia@va.gov

^{*}Contact Mr. Squeglia if Ms. Partee is not available.