Conference Room Etiquette:
1. Clean table and reset furniture to original set-up at the conclusion of the meeting.
2. Groups should efficiently utilize the space – no small groups in large meeting rooms.
3. Department assigned on-site host is available at the start and conclusion of the meeting to assist with technology, copies, and refreshments for guests.
4. Schedule conference rooms with last minute drop-ins (squatters).
5. Best practice, schedule meetings with a buffer: i.e. 30 minutes (for room set-up and equipment testing).
6. Bumping policy – due to emergencies a meeting maybe bumped. The department bumping the meeting is responsible for finding an alternate conference room before bumping the meeting.
7. Be conscientious of meeting noise level.

Neighborhood IT (ISSS):
1. Is unavailable to provide on-site support for all meetings.
2. To assist with planning your IT needs, please give as much advance notice before meeting date by contacting Neighborhood IT isssemail@umich.edu or 615-3336.
3. Can assist in technology cross training for all rooms in Fleming.

Protocol for booking rooms:

1. Guest outside of Fleming will follow current procedure (calling each respective area to reserve a room)

2. Include the following items when creating an event
   ~Scheduled by: mefalcon on 2/15/2016
   ~Meeting contact: Sharron Schmidt; 764-9290
   ~On-site host*: Judi Stonik
   ~# of expected attendees: 6
   ~Technology to be used**:

*The on-site host is responsible for preparing the room, greeting guests and caterer if refreshments are being served, and cleanup.

**Note: There is a generic login for the computer in the conference room. For your own protection, please do not login as yourself. You should access your presentation materials via the web; do not bring a flash/thumb drive to plug into the computer.

Fleming Building Conference Room List

Room #	Capacity	Room Equipment	Speakerphone #	Notes	Scheduling Department	Contact Information
1034	10-12	Screen, Speakers, Microphone, VGA connection	763-6892	Not recommended to use projector	Public Affairs	Hanna Quinlan or Margie Gonzales Phone: 6-5190
1060	21	Touchpad controls, Projector w/very large screen, Speakers, Microphone, Windows computer, VGA connection		Speakerphone available through touchpad controls. Lights must be lowered to view screen.	Regents	Annette Herbert Phone: 3-5553
2065	20	90" monitor & Mac computer, HDMI & Clickshare connection, Whiteboard	764-2097	Clickshare is a wireless projection system; requires a small add-in to use.	President's	Irene Syriac Phone: 4-6270
3019	12-14	Touchpad controls, 80" monitor, Videoconference system, Camera, Speakers, Microphone, Windows computer, Whiteboard, HDMI/VGA connection	615-4057	Speakerphone available through touchpad controls.	EVPCFO	Pat Lavey Phone: 7-1149
4006	16	Touchpad controls, (2) Large monitors, Videoconference system, Camera, Speakers, Microphone, Mac mini computer, Whiteboard, HDMI/VGA connection	764-5431	IP Phone	OVPR	Rachael Richmond Phone: 4-1185
4025	16	Touchpad controls, 70" display, videoconference system, camera, speakers, microphone, Windows computer, whiteboard, HDMI/VGA connections	936-1125		Provost's	Jean Sadler or Belinda Franklin Phone: 3-0395
4044	6	Whiteboard	763-0302		OVPR	Rachael Richmond Phone: 4-1185
5021	8-10	Table top projector w/screen, VGA connection	615-8938		General Counsel	ovpgc@umich.edu Phone: 4-0304
5075	16	90" monitor, Camera, Speakers, Microphone, Mac mini computer, HDMI/VGA connection	647-9277	Best not to use Blue Jeans in this room.	General Counsel	ovpgc@umich.edu Phone: 4-0304
6039	12	Monitor, Windows computer, Polycom Speaker phone, Whiteboard, HDMI/VGA connection	936-8343		Student Life	Any Support Staff Phone: 4-5132
6063	12	Whiteboard	764-2199	Use polycom phone only located in picnic basket under side table.	Gov Relations	Jill Crane or Debbie Schilz Phone: 3-5554
118	8	Wall phone only (647-3710); no other technology		For access, sign-out key from AVPFO Office	AVPFO	April Fielek Phone: 5-5971
Fleming NIT		For loan 1 mobile videoconference unit with 48" monitor			NIT	NIT Phone: 5-3336