

Meeting Room Guide – Bryan Davies Boardroom







Max 20 Participants



16th Floor Room 1638



Reserve room as a resource through your Outlook Calendar.

Room Functionality:



Wi-Fi



Display



Ceiling Microphone



Ceiling **Speakers**



In Person Meetings



Hybrid Meetings



Podium



Whiteboard

Meeting Scenarios:

- Board of Director meetings.
- Technical Advisory Committee meetings.
- Sector Advisory Committee meetings.
- FSRA internal meetings.

- Book an additional 15 minutes before meeting start to setup the room.
- End users to follow instructions posted in the room.
- All attendees mute their own laptop mic and speakers.
- Be sure to delete and remove any confidential documents left in the room.





Meeting Room Guide – Algonquin Room





Max 14 Participants



2nd Floor Room 237



Reserve room as a resource through your Outlook Calendar.

Room Functionality:



Wi-Fi



Display



Ceiling Microphone



Ceiling Speakers



In Person Meetings



Hybrid Meetings



Whiteboard

Meeting Scenarios:

- Technical Advisory Committee meetings.
- Sector Advisory Committee meetings.
- FSRA internal meetings.

- Book an additional 15 minutes before meeting start to setup the room.
- End users to follow instructions posted in the room.
- All attendees mute their own laptop mic and speakers.
- Be sure to delete and remove any confidential documents left in the room.



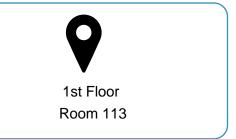


Meeting Room Guide – Ontario Room











Reserve room as a resource through your Outlook Calendar.

Room Functionality:



Wi-Fi



Display



Ceiling **Speakers**



1 Handheld and 2 Lapel Microphones



In Person Meetings



Hybrid Meetings



Podium

Meeting Scenarios:

- Technical Advisory Committee meetings.
- Sector Advisory Committee meetings.
- FSRA internal meetings.

- Book an additional 15 minutes before meeting start to setup the room.
- End users to follow instructions posted in the room.
- All attendees mute their own laptop mic and speakers.
- Be sure to delete and remove any confidential documents left in the room.





Meeting Room Guide – Superior Room











Reserve room as a resource through your Outlook Calendar. Each room will need to be booked if both are needed at the same time.

Room Functionality:



Wi-Fi



Display



Projector



Camera









Ceiling **Speakers**



1 Handheld and 2 Lapel Microphones



In Person Meetings



Hybrid Meetings



Podium

Meeting Scenarios:

- Board of Director meetings.
- Technical Advisory Committee meetings.
- Sector Advisory Committee meetings.
- FSRA internal meetings.

- Advise General Services if dividing room wall needs to be open or closed.
- Book an additional 15 minutes before meeting start to setup the room.
- End users to follow instructions posted in the room.
- All attendees mute their own laptop mic and speakers.
- Be sure to delete and remove any confidential documents left in the room.





Meeting Room Guide – Ontario and Superior Rooms







Superior - Max 18 Participants Ontario - Max 36 Participants



1st Floor

Superior - Room 112 Ontario - Room 113



Reserve room as a resource through your Outlook Calendar. Each room will need to be booked if both are needed at the same time.

Room Functionality:



Wi-Fi



Displays replicate each other



Projector



Ceiling Microphone



Ceiling **Speakers**



2 Handheld and 4 Lapel Microphones



In Person Meetings



Hybrid Meetings



Podium

Meeting Scenarios:

- Board of Director meetings.
- Technical Advisory Committee meetings.
- Sector Advisory Committee meetings.
- FSRA internal meetings.

- Advise General Services if dividing room wall needs to be open or closed.
- Book an additional 15 minutes before meeting start to setup the room.
- End users to follow instructions posted in the room.
- All attendees mute their own laptop mic and speakers.
- Be sure to delete and remove any confidential documents left in the room.

