

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.

Helpful Hints:

- 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.

Helpful Hints:

- 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



Max 36 Participants



1st Floor
Room 113



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.

Helpful Hints:

- 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



Max 18 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



Display



Projector



Podium
Camera



Ceiling
Microphone



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.

Helpful Hints:

- 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.

Helpful Hints:

- 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.