

## AC 0103\*

## Anatomy-Chemistry

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	1:45 PM	2:00 PM	2:30 PM	2:45 PM	PATTY-ELLAVATE SQUAD MEETINGS	Boardroom Style (9)	Organizational Effectiveness	Confirmed	EO	54281
						Meeting - Administrative	Platt, Patrizia Salani 215-573-0693			276117
					<b>MTP Equipment</b>					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					<b>MTP Tech - Setup from 1:45 PM to 2:00 PM</b>					
					1 MTP Tech - Runner					
					<b>MTP Tech - Takedown from 2:30 PM to 2:45 PM</b>					
					1 MTP Tech - Runner					

**AC 0104\*****Anatomy-Chemistry**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	1:30 PM	2:00 PM	3:30 PM	4:00 PM	PDC MEETING	Hollow Square Style (11) Meeting - Administrative	Space Planning & Operations  SHUSTER, ANDREA I 215-573-8849	Confirmed	RO	57083  289916
<b>Event Description</b> 400-4006-1-000000-5340-7800-0921										
<b>MTP Equipment</b> 1 Laptop - PC 1 Plug and Play AV Package D 1 Computer Fixed in Space - PC 1 LCD Projector - Fixed in Space										
<b>MTP Tech - Setup from 1:30 PM to 2:00 PM</b> 1 MTP Tech										
<b>MTP Tech - Takedown from 3:30 PM to 4:00 PM</b> 1 MTP Tech										

## AC 0349

## Anatomy-Chemistry

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	10:45 AM	11:00 AM	12:00 PM	12:15 PM	FY21 CAPITAL PRE-PLANNING MEETING	Boardroom Style (5)	Space Planning & Operations	Confirmed	CW	55536
						Meeting - Administrative	TAYLOR, SHIRLEY J. (215) 573-8852			280290
10/25/2019	2:45 PM	3:00 PM	4:00 PM	4:15 PM	SPO/SES DAILY OPERATIONS MEETING	Boardroom Style (7)	Space Planning & Operations	Confirmed	DMF	2923
						SPO Administration	O'DONNELL, RHODA L 215-573-7563			220495
Event Description										
Attendees:										
SSA										
Security										
AV Tech										
Financial Coordinator										
Manager										
Distribution Supervisor										
Building Administrator										

**AVRC Donner 2 Conference Room****AV Rental Center**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	1:30 PM	2:00 PM	4:00 PM	4:30 PM	Professional Liability Oversight Committee Meeting	(1)	Office of General Counsel	Confirmed by MTP		53912
						Meeting - Administrative	LEONETTI-RADZISZEWSKI, FRANCINE (215) 7465285			274880
					<b>AV Rental Services - Assistance Only from 2:00 PM to 4:00 PM</b>					
					1 Video Conf Unit (IP) - Fixed in Space					
					Need assistance with set-up for Video Conferencing Unit – Fixed in space					
					<b>Event Description</b>					
					Due to issues with the VTC system in the room, you will most likely need to use the Polycom web connection using the following:					
					<a href="https://mea.uphs.upenn.edu/776140495">https://mea.uphs.upenn.edu/776140495</a>					
					VMR: 6140495					
					Phone: 1-215-823-7770					
					You will connect to the meeting on the PC for content. Bring webcam, but may not be needed.					
					You will connect to the phone for the audio.					
					Dial 1 first for the phone (no 9 needed)					
					When putting the VMR number in on the web login, you will need to add 77 before the VMR number.					
					See RR for questions.					
					<b>MTP Tech - Setup from 1:30 PM to 2:00 PM</b>					
					1 MTP Tech - AVRC					
					<b>MTP Tech - Takedown from 4:00 PM to 4:30 PM</b>					
					1 MTP Tech - AVRC					

**BRB 0251\*****Biomedical Research Building**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	12:30 PM	1:00 PM	2:00 PM	2:30 PM	CFAR PILOT FEEDBACK TALK SERIES	Classroom Style (25)	Center For Aids Research	Confirmed	FRS	49078
						Seminar - Research	Gordon, Kate 215-573-7354			252801
					<b>MTP Equipment</b>					
					1 Plug and Play AV Package C					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					1 Podium with Sound - Fixed in Space					
					<b>MTP Tech - Setup from 12:30 PM to 1:00 PM</b>					
					1 MTP Tech - Runner					
					<b>MTP Tech - Takedown from 2:00 PM to 2:30 PM</b>					
					1 MTP Tech - Runner					

**BRB 0252\*****Biomedical Research Building**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	8:30 AM	9:00 AM	10:30 AM	11:00 AM	CAMB-532-401 HUMAN PHYSIOLOGY	Classroom Style (25)	Biomedical Graduate Studies	Confirmed Academic	EO	50993
						Class - Lecture	Dunn, Colleen M 215-898-2792			261477
<b>Event Description</b>										
Course Instructor: Tejvir Khurana (tsk@pennmedicine.upenn.edu) - Ben Prosser (bpros@pennmedicine.upenn.edu) - Paul Titchenell (ptitc@pennmedicine.upenn.edu)										
<b>MTP Equipment</b>										
1 Tuition-Generating Class AV Request										
1 Computer Fixed in Space - PC										
1 LCD Projector - Fixed in Space										
1 Podium with Sound - Fixed in Space										
1 Tuition-Generating Mediasite										
Mediasite Selections: JMB 1										
1 Laser Pointer - Portable										
1 Microphone - Wireless - Lapel										
1 Remote Mouse - Wireless										
1 Remote Slide Advancer - Fixed in Space										
<b>MTP Tech - Setup from 8:30 AM to 9:00 AM</b>										
1 MTP Tech										
<b>MTP Tech - Takedown from 10:30 AM to 11:00 AM</b>										
1 MTP Tech										

**BRB 0252\*****Biomedical Research Building**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	11:00 AM	11:30 AM	12:30 PM	1:00 PM	NGG LIVE REHEARSAL	Classroom Style (10) Meeting - Education	Biomedical Graduate Studies CLAY, CHRISTINE M 215-898-8048	Confirmed	CW	56739 288484
<b>AV Rental Services - Assistance Only (10) from 11:30 AM to 12:30 PM</b>										
1 Video Conference Unit - Web										
<b>MTP Equipment</b>										
1 Plug and Play AV Package C										
1 Computer Fixed in Space - PC										
1 LCD Projector - Fixed in Space										
1 Podium with Sound - Fixed in Space										
<b>MTP Tech - Setup from 11:00 AM to 11:30 AM</b>										
1 MTP Tech - AVRC										
<b>MTP Tech - Takedown from 12:30 PM to 1:00 PM</b>										
1 MTP Tech - AVRC										
10/25/2019	1:00 PM	1:30 PM	4:30 PM	5:00 PM	IGG PRELIMINARY EXAMS	Classroom Style (15) Meeting - Education	Biomedical Graduate Studies TAYLOR, MARY E 215-573-4394	Confirmed	RS	53557 273366
<b>MTP Equipment</b>										
1 Plug and Play AV Package C										
1 Remote Slide Advancer - Fixed in Space										
1 Laser Pointer - Fixed in Space										
1 Computer Fixed in Space - PC										
1 LCD Projector - Fixed in Space										
1 Podium with Sound - Fixed in Space										
<b>MTP Tech - Setup from 1:00 PM to 1:30 PM</b>										
1 MTP Tech - Runner										
<b>MTP Tech - Takedown from 4:30 PM to 5:00 PM</b>										
1 MTP Tech - Runner										

**BRB 0253\*****Biomedical Research Building**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	11:30 AM	12:00 PM	2:30 PM	3:00 PM	MOD 4 SURG	Classroom Style (40)	Vice Dean Education	Confirmed Academic	RO	56698
						Class - Discussion/Section	MCCABE, JONATHAN F (215) 8983280			288395
					<b>Event Description</b> (30) seats classroom style (10) seats perimeter seating					
					<b>MTP Equipment</b> 1 Plug and Play AV Package C 1 Computer Fixed in Space - PC 1 LCD Projector - Fixed in Space 1 Podium with Sound - Fixed in Space					
					<b>MTP Tech - Setup from 11:30 AM to 12:00 PM</b> 1 MTP Tech - Runner					
					<b>MTP Tech - Takedown from 2:30 PM to 3:00 PM</b> 1 MTP Tech - Runner					



**BRB 0301+****Biomedical Research Building**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	8:15 AM	8:30 AM	10:00 AM	10:15 AM	FRIDAY A&I MORNING CONFERENCES	Boardroom Style (12)	Pulmonary, Allergy and Critical Care	Confirmed	RS	46857
						Grand Rounds - Education	ENGLEHARDT, MELISSA JO 215-615-3718			242349
					<b>MTP Equipment</b>					
					1 BRB Lab Floor Default AV					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					1 Internet Access Needed					
					<b>MTP Tech - Setup from 8:15 AM to 8:30 AM</b>					
					1 MTP Tech - Runner					
					<b>MTP Tech - Takedown from 10:00 AM to 10:15 AM</b>					
					1 MTP Tech - Runner					
10/25/2019	11:30 AM	12:00 PM	2:00 PM	2:30 PM	SONG & MING LAB MEETINGS	Boardroom Style (30)	Neuroscience	Confirmed	RS	50000
						Meeting - Research	SCHNOLL, JORDAN G 215-573-2449			255476
					<b>MTP Equipment</b>					
					1 Plug and Play AV Package C					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					<b>MTP Tech - Setup from 11:30 AM to 12:00 PM</b>					
					1 MTP Tech - Runner					
					<b>MTP Tech - Takedown from 2:00 PM to 2:30 PM</b>					
					1 MTP Tech - Runner					
10/25/2019	2:45 PM	3:00 PM	5:00 PM	5:15 PM	COMPUTATIONAL JC	Boardroom Style (18)	- PENN Immunology Institute	Confirmed by LS	KBP	48942
						Journal Club - Research	Piazza, Kaitlyn Baraldi 215-746-5523			251933

**BRB 0501+****Biomedical Research Building**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	8:45 AM	9:00 AM	12:00 PM	12:15 PM	Stanger Lab Meeting	Boardroom Style (1) Meeting - Research	Abramson STANGER, BEN 215-746-5560 YANG, CHENGHUA (215) 7465559	Confirmed by LS	LMM	52603 270099
10/25/2019	3:45 PM	4:00 PM	5:30 PM	5:45 PM	Paralkar Meeting	Boardroom Style (20) Meeting - Research	Cell and Development Biology BALDWIN, VENETIA L 215-746-2815	Confirmed by LS	VLB	52600 269838

**BRB 0601+****Biomedical Research Building**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	9:00 AM	9:00 AM	11:15 AM	11:15 AM	Gade Lab Meeting	Boardroom Style (15) Meeting - Research	Cancer Biology SNEDDON, DEB 215-573-2281	Confirmed by LS	DS	31348 169164
10/25/2019	12:00 PM	12:00 PM	2:30 PM	2:30 PM	*Chalk Talk	Boardroom Style (20) Meeting - Research	Cancer Biology SNEDDON, DEB 215-573-2281	Confirmed by LS	DS	31346 168986
10/25/2019	3:00 PM	3:00 PM	4:30 PM	4:30 PM	*Dept. Meeting - follow up	Boardroom Style (20) Meeting - Research	Cancer Biology SNEDDON, DEB 215-573-2281	Confirmed by LS	DS	31347 169075

**JMEC 0513****Jordan Medical Education Center**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	8:00 AM	8:00 AM	10:00 AM	10:00 AM	MS2 Sections	Clusters Style (20) Class - Lab	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47188 245322
<b>Event Description</b> AV staff and resources listed under JMEC 511										
10/25/2019	11:00 AM	11:00 AM	12:00 PM	12:00 PM	MS2 Sections	Clusters Style (20) Class - Lab	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47188 245314
<b>Event Description</b> AV: Staff and resources listed under JMEC 504										
10/25/2019	12:00 PM	12:00 PM	2:00 PM	2:00 PM	Surg Education Meeting	Clusters Style (5) Meeting - Education	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	50764 260035
10/25/2019	2:30 PM	2:30 PM	5:15 PM	5:15 PM	MOD 4 MED	Clusters Style (20) Class - Lab	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47878 247691
<b>Event Description</b> AV staff and resources requested in JMEC 511										

**JMEC 0515E****Jordan Medical Education Center**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	8:00 AM	8:00 AM	10:00 AM	10:00 AM	MS2 Sections	Clusters Style (20) Class - Lab	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47188 245324
<b>Event Description</b>										
AV staff and resources listed under JMEC 511										

**JMEC STUDY O****Jordan Medical Education Center**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	2:00 PM	2:00 PM	4:30 PM	4:30 PM	INTERVIEWS	Boardroom Style (2) Meeting - Education	Vice Dean Education HARLAN, LAURA A 215-898-1829	Confirmed by AP	JM	47927 248512

## SCTR 10-146AB\*

## Smilow Center for Translational Research

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	12:01 AM	7:00 AM	7:00 PM	11:59 PM	EDME 501 APPLIED LEARNING AND TECHNOLOGY IN MEDICAL EDUCATION	Clusters Style (35)	Graduate School of Education	Confirmed	RO	50895
						Class - Lecture	Hall, Jess (215) 898-6447 Kitson, Laura (215) 898-6447			261201

**Event Description**

Set up remains from day before: 6 clusters with (6) chairs at each. (1) powerstrip at each table for a total of (6). Two tables together toward the back of the room with (6) chairs for faculty and on the other side of the column near the window in the back of the room please set (1) existing table and (2) chairs, (2) pre existing tables in the back of the room for food and beverage, (1) easel and (2) pads of paper.  
AV: Please provide (1) power strip for each cluster table. (1) smaller power strip if necessary, see RR with questions.

**Event Equipment**

- 1 Easel
- 2 Flip Chart

**Housekeeping**

- 1 Housekeeping Requested - HUP

**MTP Equipment**

- 6 Power Strips
- 1 Podium with Sound - Fixed in Space
- 1 Remote Mouse - Wireless
- 1 LCD Projector - Fixed in Space
- 1 Computer Fixed in Space - PC
- 1 Microphone - Wireless - Lapel

**MTP Tech - Setup from 6:30 AM to 8:00 AM**

- 1 MTP Tech - OT - TM

**MTP Tech - Takedown from 5:00 PM to 7:30 PM**

- 1 MTP Tech - OT - MBB

**Caterer Information**

- 1 Food will be served
- 1 Provide Caterer Name  
Chef's Table
- 1 Provide Caterer Arrival Time  
6:45AM

**Security - Event Start from 6:30 AM to 7:00 AM**

- 1 Security Coverage - UPHS

**SCTR 10-146AB\*****Smilow Center for Translational Research**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
Security - Event End from 7:00 PM to 7:30 PM										
1 Security Coverage - UPHS										



## SCTR 11-146AB\*

## Smilow Center for Translational Research

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	7:30 AM	8:15 AM	9:15 AM	9:45 AM	BMT RESEARCH MEETING	Classroom Style (50) Meeting - Clinical	Hematology/Oncology MANGANARO, TERESE 215-220-9432	Confirmed	RS	47024 243128
<b>Event Description</b>										
SSA: Please confirm classroom seating for 36 - perimeter seating for 14										
<b>MTP Equipment</b>										
1 Plug and Play AV Package A										
1 Computer Fixed in Space - PC										
1 LCD Projector - Fixed in Space										
1 Podium with Sound - Fixed in Space										
<b>MTP Tech - Setup from 7:30 AM to 8:00 AM</b>										
1 MTP Tech - Runner - OT - TM										
<b>MTP Tech - Takedown from 9:15 AM to 9:45 AM</b>										
1 MTP Tech - Runner										
<b>SSA/BSA - Setup from 8:00 AM to 8:15 AM</b>										
1 DC										

## SCTR 11-146AB\*

## Smilow Center for Translational Research

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	12:00 PM	12:30 PM	3:00 PM	3:30 PM	FAPD-1-1 PACE SESSION 1	Clusters Style (25)	Faculty Affairs and Professional Development	Confirmed	RS	51298
						Class - Lecture	TAITANO, STEPHANIE T 215-898-7160 SHALA, KAREN 215-746-7828			263705
<b>Event Description</b>										
SSA: Please setup the room in clusters - Partition will be extended at 2pm so set clusters in such a way they do not interfere with partition.										
Extend partition at 2:00PM.										
<b>Event Equipment</b>										
1 SCTR Partition - Extend										
<b>MTP Equipment</b>										
1 Plug and Play AV Package A										
1 Computer Fixed in Space - PC										
1 Flat Screen - Fixed in Space										
1 LCD Projector - Fixed in Space										
1 Podium with Sound - Fixed in Space										
<b>MTP Tech - Setup from 12:00 PM to 12:30 PM</b>										
1 MTP Tech - Runner										
<b>MTP Tech - Takedown from 3:00 PM to 3:30 PM</b>										
1 MTP Tech - Runner										
<b>SSA/BSA - Setup from 12:00 PM to 12:30 PM</b>										
1 WW										
1 SSA-BSA TEMP										
<b>SSA/BSA - Setup from 1:45 PM to 2:00 PM</b>										
1 MJ										
<b>SSA/BSA - Takedown from 3:00 PM to 3:30 PM</b>										
1 MJ										
1 JD										

## SCTR 12-146AB\*

## Smilow Center for Translational Research

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	6:30 AM	7:00 AM	8:30 AM	9:00 AM	MECHANICAL CIRCULATORY SUPPORT CLINICAL CONFERENCE	Boardroom Style (30)	Med Cardiology Heart Failure	Confirmed	EO	56497
						Conference/Symposium-Clinical	Hamburger, Mary 2156157964			286354
<b>Event Description</b>										
SSA: Please reset room to boardroom layout.										
<b>Housekeeping</b>										
1 Housekeeping Requested - HUP										
<b>MTP Equipment</b>										
1 Plug and Play AV Package A										
1 Internet Access Needed										
1 Telephone Conference Unit - Fixed in Space										
1 Computer Fixed in Space - PC										
1 Flat Screen - Fixed in Space										
1 LCD Projector - Fixed in Space										
1 Podium with Sound - Fixed in Space										
<b>MTP Tech - Setup from 6:30 AM to 8:00 AM</b>										
1 MTP Tech - OT - Temp										
<b>MTP Tech - Takedown from 8:30 AM to 9:00 AM</b>										
1 Media Services Fee - Breakdown										
1 MTP Tech										
<b>Caterer Information</b>										
1 Provide Caterer Name										
HUP catering										
1 Provide Caterer Arrival Time										
6:30 am										
1 Food will be served										
<b>Security - Event Start from 6:30 AM to 7:00 AM</b>										
1 Security Coverage - UPHS										
<b>SSA/BSA - Setup from 6:30 AM to 8:00 AM</b>										
1 MJ OT										
1 JD OT										
<b>SSA/BSA - Takedown from 8:30 AM to 9:00 AM</b>										
1 MJ										
1 JD										

10/25/2019	10:30 AM	11:00 AM	12:00 PM	12:00 PM	TARVER GROUP MONTHLY MEETING	Boardroom Style (20)	Hematology/Oncology	Confirmed	EO	48158
						Meeting - Research	MANGANARO, TERESE 215-220-9432			249649
<b>Event Description</b>										
SSA: Set a Boardroom Layout for 20. Takedown during setup for following event.										
<b>SSA/BSA - Setup from 10:30 AM to 11:00 AM</b>										
1 MJ										
1 BS										
<b>SSA/BSA - Takedown from 12:00 PM to 12:30 PM</b>										
1 MJ										
1 JD										
10/25/2019	12:00 PM	1:00 PM	1:45 PM	2:15 PM	SYNTEGRITY	Clusters Style (40)	OB-GYN Admin	Confirmed	RS	54864
						Conference/Symposium-Education	Harris, Julianne 215-662-7807			278018
<b>Event Description</b>										
SSA: Change room to clusters layout and (2) 8' tables by windows for food. Please set white paper table clothes on all tables.										
<b>Event Equipment</b>										
2 Tablecloth										
Tablecloth color: White										
2 8' X 30" Long Table										
<b>Housekeeping</b>										
1 Housekeeping Requested - HUP										
<b>Caterer Information</b>										
1 Provide Caterer Name										
Taste! Catering										
1 Provide Caterer Arrival Time										
12 pm										
1 Food will be served										
<b>SSA/BSA - Setup from 12:00 PM to 12:30 PM</b>										
1 WW										
1 SSA-BSA TEMP										
<b>SSA/BSA - Takedown from 1:45 PM to 2:15 PM</b>										
1 MJ										
1 JD										

**SCTR AUD & COMMONS****Smilow Center for Translational Research**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	12:01 AM	6:45 AM	5:45 PM	11:59 PM	INTERNATIONAL SALIVARY GLAND CONF	Theater Style (170)	Otorhinolaryngology	Confirmed	RO	31571
						Conference/Symposiu m-Education	HAMBURG, MARY 215-349-5691			170736

**Event Description**

SES EVENT CONTACT: RO  
SSA: NO SET UP, SET UP TO OCCUR 10/24 AND REMAIN UNTIL 10/26.

LAYOUT and AGENDA ATTACHED.

(13) 6' vendor tables with (2) chairs at each and (2) 6' tables with (2) chairs, (3) partition walls, (6) 8' tables for food and beverages, (3) stanchions, (18) easels with (18) poster boards, (1) easel with (1) private event sign, (4) easels at registration, and (1) coat rack.

In AUD: Please set up (2) 8' panel tables and (6) conference room chairs.

RESET: SSA: AT 3:15PM ON FRIDAY PLEASE REMOVE PARTITION WALLS. All other equipment remains.

AV: Please leave the (3) power strips set up on 10/24 until end of event on 10/26. Group will have a panel of (6) in the auditorium and be using the video wall.  
NO ITEMS OF VALUE SHOULD BE LEFT overnight.  
CATERER TO PROVIDE ALL LINENS.

**Event Equipment**

15 6' X 30" Long Table  
28 Black Stackable Chair  
18 Poster Boards  
1 Coat Rack  
23 Easel  
2 8' X 18" Panel Table  
6 Chair Captain  
6 8' X 30" Long Table  
3 SCTR JMEC Portable Partition Walls  
3 Stanchion  
1 Private Event Sign  
1 Coat Rack

**Housekeeping**

1 Housekeeping Staff - HUP

**MTP Equipment**

1 Internet Access Needed

**SCTR AUD & COMMONS****Smilow Center for Translational Research**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
					1 Auditorium Default AV					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					1 Podium with Sound - Fixed in Space					
					1 Microphone - Wireless - Lapel					
					3 Power Strips					
					4 Microphone - Wireless - Handheld					
					1 SCTR Video Wall					
					<b>MTP Tech - Setup from 6:30 AM to 8:00 AM</b>					
					1 MTP Tech - OT - Temp					
					<b>MTP Tech - Entire Event from 8:00 AM to 5:00 PM</b>					
					1 MTP Tech					
					<b>MTP Tech - Takedown from 5:00 PM to 6:30 PM</b>					
					1 MTP Tech - OT - MBB					
					<b>Caterer Information</b>					
					1 Food will be served					
					1 Provide Caterer Arrival Time					
					5:45AM					
					1 Provide Caterer Name					
					Feast Your Eyes					
					<b>Security - Event Start from 12:01 AM to 7:00 AM</b>					
					1 Security Coverage - UPHS					
					complete overnight security					
					<b>Security - Entire Event from 7:00 PM to 11:59 PM</b>					
					1 Security Coverage - UPHS					
					overnight security					
					<b>SSA/BSA - Takedown from 3:15 PM to 3:45 PM</b>					
					1 MJ					
					1 JD					

## STM G05+

## Stemmler Hall

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	8:45 AM	9:00 AM	11:00 AM	11:15 AM	AUDITORY JOURNAL CLUB	Boardroom Style (15) Meeting - Research	Otorhinolaryngology LING, TYLER 4157287183	Confirmed	EO	53598 273481
<b>MTP Equipment</b> 1 Internet Access Needed 1 Computer Fixed in Space - PC 1 Plug and Play AV Package E 1 Flat Screen - Fixed in Space <b>MTP Tech - Setup from 8:45 AM to 9:00 AM</b> 1 MTP Tech - Runner <b>MTP Tech - Takedown from 11:00 AM to 11:15 AM</b> 1 MTP Tech - Runner										
10/25/2019	1:15 PM	1:30 PM	3:30 PM	3:45 PM	COGNITIVE NEUROSCIENCE	Boardroom Style (10) Meeting - Education	Neurology DIKECLIGIL, GULCE N 2158286358	Confirmed	CW	55044 278691
10/25/2019	3:45 PM	4:00 PM	5:00 PM	5:15 PM	GOTTFRIED MEETING	Boardroom Style (12) Meeting - Research	Neurology GOTTFRIED, JAY 215-573-8946	Confirmed	EO	43761 276459