

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
Event Description 400-4006-1-000000-5340-7800-0921										
MTP Equipment 1 Laptop - PC 1 Plug and Play AV Package D 1 Computer Fixed in Space - PC 1 LCD Projector - Fixed in Space										
MTP Tech - Setup from 1:30 PM to 2:00 PM 1 MTP Tech										
MTP Tech - Takedown from 3:30 PM to 4:00 PM 1 MTP Tech										

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
					AV Rental Services - Assistance Only from 2:00 PM to 4:00 PM					
					1 Video Conf Unit (IP) - Fixed in Space					
					Need assistance with set-up for Video Conferencing Unit – Fixed in space					
					Event Description					
					Due to issues with the VTC system in the room, you will most likely need to use the Polycom web connection using the following:					
					https://mea.uphs.upenn.edu/776140495					
					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.					
					MTP Tech - Setup from 1:30 PM to 2:00 PM					
					1 MTP Tech - AVRC					
					MTP Tech - Takedown from 4:00 PM to 4:30 PM					
					1 MTP Tech - AVRC					

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
Event Description										
Course Instructor: Tejvir Khurana (tsk@pennmedicine.upenn.edu) - Ben Prosser (bpros@pennmedicine.upenn.edu) - Paul Titchenell (ptitc@pennmedicine.upenn.edu)										
MTP Equipment										
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										
MTP Tech - Setup from 8:30 AM to 9:00 AM										
1 MTP Tech										
MTP Tech - Takedown from 10:30 AM to 11:00 AM										
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
AV Rental Services - Assistance Only (10) from 11:30 AM to 12:30 PM										
1 Video Conference Unit - Web										
MTP Equipment										
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										
MTP Tech - Setup from 11:00 AM to 11:30 AM										
1 MTP Tech - AVRC										
MTP Tech - Takedown from 12:30 PM to 1:00 PM										
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
MTP Equipment										
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										
MTP Tech - Setup from 1:00 PM to 1:30 PM										
1 MTP Tech - Runner										
MTP Tech - Takedown from 4:30 PM to 5:00 PM										
1 MTP Tech - Runner										

BRB AUD & LOBBY

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	1:00 PM	1:30 PM	FY20 RESEARCH IN PROGRESS SEMINAR	Theater Style (100)	- PENN Immunology Institute	Confirmed	EO	32957
						Seminar - Research	MARKS, JEANNE M 215-898-0481			179407
Event Description										
SSA: Please set (3) 8' tables with tablecloths in lobby.										
HOUSEKEEPING: Please empty trash and check restrooms;										
Event Equipment										
3 Tablecloth										
blue										
3 8' X 30" Long Table										
Housekeeping										
1 Housekeeping Staff - PSOM										
MTP Equipment										
1 Auditorium Default AV										
1 Computer Fixed in Space - PC										
1 LCD Projector - Fixed in Space										
1 Microphone - Wireless - Lapel										
1 Podium with Sound - Fixed in Space										
MTP Tech - Entire Event from 11:30 AM to 1:30 PM										
1 MTP Tech										
Caterer Information										
1 Provide Caterer Name										
Zesto Pizza										
1 Provide Caterer Arrival Time										
11:15am										
1 Food will be served										
SSA/BSA - Setup from 11:30 AM to 12:00 PM										
1 NM										
1 MR										
SSA/BSA - Takedown from 1:00 PM to 1:30 PM										
1 CG										
1 CR										

CRB AUST AUD & LOBBY***Clinical 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	10:00 AM	10:30 AM	11:50 AM	12:00 PM	BIOM-600-1 CELL BIOLOGY LECTURE	Theater Style (145)	Biomedical Graduate Studies	Confirmed Academic	RO	50973
						Class - Lecture	Dunn, Colleen M 215-898-2792			261316
Event Description										
Kurt Englela/ kengleka@pennmedicine.upenn.edu										
Only 10 minutes of teardown/setup time between BIOM-600-1 (res#50973) and GENETICS FRIDAY RESEARCH TALKS (res#42261)										
MTP Equipment										
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: CRB Austrian										
1 Laser Pointer - Portable										
1 Microphone - Wireless - Lapel										
1 Remote Mouse - Wireless										
MTP Tech - Entire Event from 10:00 AM to 12:20 PM										
1 MTP Tech										

CRB AUST AUD & LOBBY*

Clinical 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	12:00 PM	12:00 PM	1:00 PM	1:30 PM	GENETICS FRIDAY RESEARCH TALKS 2019-2020	Theater Style (100)	Genetics	Confirmed	EO	42261
						Seminar - Research	Runyan, Kimberly (215) 7466172			220247
Event Description										
SSA: Please set-up (2) 6' tables with blue tablecloths in hallway for food.										
Only 10 minutes of teardown/setup time between BIOM-600-1 (res#50973) and GENETICS FRIDAY RESEARCH TALKS (res#42261)										
Event Equipment										
2 Tablecloth										
Tablecloth color: Blue										
2 6' X 30" Long Table										
Housekeeping										
1 Housekeeping Requested - PSOM										
MTP Equipment										
1 Auditorium Default AV										
1 Computer Fixed in Space - PC										
1 LCD Projector - Fixed in Space										
1 Microphone - Wireless - Lapel										
1 Podium with Sound - Fixed in Space										
MTP Tech - Entire Event from 11:30 AM to 1:30 PM										
1 MTP Tech										
Caterer Information										
1 Food will be served										
1 Provide Caterer Arrival Time										
12PM										
1 Provide Caterer Name										
12th Street Catering										
SSA/BSA - Setup from 11:30 AM to 12:00 PM										
1 MR										
SSA/BSA - Takedown from 1:00 PM to 1:30 PM										
1 BS										

CRB AUST AUD & LOBBY***Clinical 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	2:30 PM	3:00 PM	4:30 PM	5:00 PM	CAMB THESIS DEFENSE - C. HARRINGTON	Theater Style (70)	Biomedical Graduate Studies	Confirmed	EO	52363
						Thesis Defense	STRATHEARN, CHRISTINA M (215) 5738349			268897
					Event Description					
					400-4009-2-014001-xxxx-7005-1008					
					MTP Equipment					
					1 Auditorium Default AV					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					1 Microphone - Wireless - Lapel					
					1 Podium with Sound - Fixed in Space					
					1 Laser Pointer - Fixed in Space					
					1 Remote Slide Advancer - Fixed in Space					
					1 Microphone - Wireless - Lapel					
					MTP Tech - Entire Event from 2:30 PM to 5:00 PM					
					1 MTP Tech					

JMB CLASS OF 62***John Morgan Building**

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	3:00 PM	3:30 PM	GCB CHALK TALKS	Theater Style (40) Chalk Talk - Education	Biomedical Graduate Studies KIRSCH, MAUREEN M 215-746-2807	Confirmed	EO	51121 262681
MTP Equipment										
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										
MTP Tech - Entire Event from 1:30 PM to 3:30 PM										
1 MTP Tech										

JMB REUNION***John Morgan 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	CANCER CELL METABOLISM SEMINAR SERIES	Theater Style (40)	CDB Cancer Biology	Confirmed	EO	54157
						Seminar - Research	Simon, M. Celeste 215-746-5532			275826
					Housekeeping					
					1 Housekeeping Requested - PSOM					
					MTP Equipment					
					1 Auditorium Default AV					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					1 Microphone - Wireless - Lapel					
					1 Podium with Sound - Fixed in Space					
					MTP Tech - Entire Event from 12:30 PM to 2:30 PM					
					1 MTP Tech					
					Caterer Information					
					1 Provide Caterer Arrival Time					
					Caterer will arrive between 12:30-12:45pm.					
					1 Provide Caterer Name					
					Zesto's Pizza					
					1 Food will be served					

JMEC 0504**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	11:00 AM	11:00 AM	Ultrasound video	Clusters Style (10) Meeting - Education	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed by AP	JM	56582 287555
AV Rental Services - Assistance Only (10) from 8:00 AM to 11:00 AM										
1 Videotaping										
From: "Barrosse-Antle, Mary" <Mary.Barrosse-Antle@pennmedicine.upenn.edu>										
Date: Friday, October 11, 2019 at 3:23 PM										
To: Media Production <mtpgroup@pennmedicine.upenn.edu>										
Cc: "Baston, Cameron M" <Cameron.Baston@uphs.upenn.edu>										
Subject: DVT Video Filming										
Hello,										
I'm Mary, a former Penn med student and current medical resident at Penn. I'm reaching out because my research mentor Cameron and I are working on filming an instructional video on point of care ultrasound for detection of deep vein thrombosis, and we were hoping to find some support with filming and finding standardized patients for the portions of the video showing how to obtain the ultrasound images. Would your team be available to help with this project, perhaps on October 25th? Thank you so much for your consideration.										
Best, Mary										
-- Mary Barrosse-Antle, MD PGY-2, Department of Internal Medicine Hospital of the University of Pennsylvania Penn Presbyterian Medical Center Mary.Barrosse-Antle@uphs.upenn.edu (267) 872-0374										
Event Description										
Need budget code.										
MTP Tech - Setup from 7:30 AM to 8:00 AM										
1 MTP Tech - AVRC - OT - KA										
MTP Tech - Entire Event from 8:00 AM to 11:30 AM										
1 MTP Tech - AVRC										

JMEC 0505EW**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	12:01 AM	8:00 AM	12:30 PM	5:30 PM	ISCT/ASTCT COURSE	Classroom Style (30) Conference/Symposium-Research	Path and Lab Bruce Levine 215-573-6788	Confirmed	LMF	35242 188546

Event Description

SPACE WILL BE USED FOR PRESENTATIONS. SETUP WILL BE SAME EVERY DAY MONDAY-FRIDAY.

SSA: LAYOUT ATTACHED Please setup space in classroom layout with (5) rows of (3) tables with (2) chairs at each. (2) existing tables set up in back of the room for food and beverages. Additional tables should be setup in rear of the room with additional seating. No breakdown. Layout will remain unchanged until Friday evening

Group will use AP package/luggage room to store personal items as necessary.

AV: NO recording on this date. Per RR tech set up and take down only.

Housekeeping

- 1 Housekeeping Requested - HUP

MTP Equipment

- 1 Internet Access Needed
- 1 Flat Screen - Fixed in Space
- 1 Podium with Sound - Fixed in Space
- 1 LCD Projector - Fixed in Space
- 1 Computer Fixed in Space - PC

MTP Tech - Setup from 7:30 AM to 8:00 AM

- 1 MTP Tech - OT - KA

MTP Tech - Entire Event from 12:30 PM to 1:00 PM

- 1 MTP Tech
- 1 Media Services Fee - Breakdown

Caterer Information

- 1 Provide Caterer Arrival Time
7:30am
- 1 Provide Caterer Name
Bon Appetit
- 1 Food will be served

SSA/BSA - Setup from 7:30 AM to 8:00 AM

- 1 MJ OT

SSA/BSA - Takedown from 12:30 PM to 1:30 PM

JMEC 0505EW

Jordan Medical Education Center

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
					1 MJ					
					1 JD					

JMEC 05-104**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	12:00 PM	12:00 PM	1:30 PM	1:30 PM	MOD 4 SURG	Theater Style (12) Class - Lab	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47960 249006
MTP Equipment 1 Apple TV 1 Laptop - PC 1 Internet Access Needed MTP Tech - Setup from 11:30 AM to 12:00 PM 1 MTP Tech MTP Tech - Takedown from 1:30 PM to 2:00 PM 1 MTP Tech										
10/25/2019	2:30 PM	2:30 PM	4:00 PM	4:00 PM	MOD 4 Surg	Boardroom Style (11) Class - Lab	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed by AP	JM	55106 278829
MTP Equipment 1 Apple TV 1 Laptop - PC MTP Tech - Setup from 2:00 PM to 2:30 PM 1 MTP Tech MTP Tech - Takedown from 4:00 PM to 4:30 PM 1 MTP Tech										

JMEC 0515EW**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	10:30 AM	11:00 AM	12:00 PM	12:30 PM	INTERVIEWS	Clusters Style (14) Meeting - Education	Vice Dean Education HARLAN, LAURA A 215-898-1829	Confirmed by AP	JM	47927 248064
Event Description AV: Tech requested for set-up assistance of Orientation Set-up time available for LH to reset room before and after.										
MTP Equipment 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										
MTP Tech - Setup from 10:30 AM to 11:00 AM 1 MTP Tech										
MTP Tech - Takedown from 12:00 PM to 12:30 PM 1 MTP Tech - Runner										
Partition Extending / Stacking 1 JMEC Partition - Stack										
10/25/2019	12:30 PM	12:30 PM	1:00 PM	1:00 PM	INTERVIEWS	Clusters Style (20) Meeting - Education	Vice Dean Education HARLAN, LAURA A 215-898-1829	Confirmed by AP	JM	47927 248133
10/25/2019	1:00 PM	1:00 PM	2:15 PM	2:15 PM	MoSAIC Post-Doctoring 1A Debrief Session	Clusters Style (20) Meeting - Education	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed by AP	JM	54035 275231
10/25/2019	2:30 PM	3:00 PM	6:00 PM	6:30 PM	5TH INTERNATIONAL SALIVARY GLAND CONGRESS	Clusters Style (40) Conference/Symposiu m-Education	Otorhinolaryngology HAMBURG, MARY 215-349-5691	Confirmed	RO	31571 273947

JMEC LAW AUD**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	7:30 AM	8:00 AM	9:30 AM	10:00 AM	MS1 Lectures	Theater Style (160) Class - Lecture	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47189 250368
MTP Equipment										
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: JMEC 1										
1 Academic Programs VC2000										
1 Laser Pointer - Portable										
1 Microphone - Wireless - Lapel										
1 Remote Mouse - Wireless										
MTP Tech - Setup from 7:30 AM to 8:00 AM										
1 MTP Tech - OT - Temp										
MTP Tech - Entire Event from 8:00 AM to 10:00 AM										
1 MTP Tech										

JMEC LAW AUD**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	10:00 AM	10:00 AM	11:00 AM	11:00 AM	MODULE 2 LECTURES	Clusters Style (160) Class - Lecture	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47187 245285
Event Description										
SSA: Set up only, this dry erase easel is for the next event which has requested this. Take down after next event.										
Event Equipment										
1 Dry Erase Easel										
MTP Equipment										
1 Auditorium Default AV										
1 Tuition-Generating Mediasite										
Mediasite Selections: JMEC 1										
1 Computer Fixed in Space - PC										
1 LCD Projector - Fixed in Space										
1 Podium with Sound - Fixed in Space										
1 Microphone - Wireless - Lapel										
1 VC 2000										
MTP Tech - Entire Event from 10:00 AM to 11:00 AM										
1 MTP Tech										
SSA/BSA - Setup from 9:30 AM to 10:00 AM										
1 DC										

JMEC LAW AUD**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	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 257369
Event Description Take down only, set up happens at event prior due to being back to back with this event.										
Event Equipment 1 Dry Erase Easel										
MTP Equipment 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										
MTP Tech - Entire Event from 11:00 AM to 12:30 PM 1 MTP Tech										
SSA/BSA - Takedown from 12:00 PM to 12:30 PM 1 DC										
10/25/2019	12:00 PM	12:00 PM	3:00 PM	3:00 PM	MODULE 2 LECTURES	Clusters Style (160) Class - Lecture	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47187 288397
MTP Equipment 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: JMEC 1 1 Academic Programs VC2000 1 Laser Pointer - Portable 1 Microphone - Wireless - Lapel 1 Remote Mouse - Wireless										
MTP Tech - Entire Event from 12:00 PM to 2:45 PM 1 MTP Tech										

JMEC LAW AUD**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	3:15 PM	4:15 PM	4:45 PM	5:30 PM	5TH INTERNATIONAL SALIVARY GLAND CONGRESS	Theater Style (60)	Otorhinolaryngology	Confirmed	RO	31571
						Conference/Symposiu m-Education	HAMBURG, MARY 215-349-5691			273948
					Event Description					
					Please leave room reserved beginning at 3:15pm for organizer.					
					AV: Fixed in space resources requested.					
					MTP Equipment					
					1 Auditorium Default AV					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					1 Microphone - Wireless - Lapel					
					1 Podium with Sound - Fixed in Space					
					MTP Tech - Entire Event from 3:45 PM to 5:00 PM					
					1 MTP Tech					
					MTP Tech - Takedown from 5:00 PM to 5:30 PM					
					1 MTP Tech - OT - LMK					

NO MTP DAILY INVENTORY FY20**No Assignment**

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	4:00 PM	4:00 PM	MTP DAILY INVENTORY	(2) SPO Administration	Space Planning & Operations ROLLINS, RAYMOND 215-746-8120	Confirmed	ADM	51848 266817
MTP Tech - Entire Event from 2:00 PM to 4:00 PM										
					1 MTP Tech					
					1 MTP Tech					
					1 MTP Tech					
					1 MTP Tech					

NO MTP INVENTORY**No Assignment**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	7:00 AM	7:00 AM	8:00 AM	8:00 AM	MTP INVENTORY FY 20	(1) SPO Administration	Space Planning & Operations ROLLINS, RAYMOND 215-746-8120	Confirmed	ADM	51846 266567
MTP Tech - Entire Event from 7:00 AM to 8:00 AM										
1 MTP Tech										

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 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
					Event Description					
					SSA: Please reset room to boardroom layout.					
					Housekeeping					
					1 Housekeeping Requested - HUP					
					MTP Equipment					
					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					
					MTP Tech - Setup from 6:30 AM to 8:00 AM					
					1 MTP Tech - OT - Temp					
					MTP Tech - Takedown from 8:30 AM to 9:00 AM					
					1 Media Services Fee - Breakdown					
					1 MTP Tech					
					Caterer Information					
					1 Provide Caterer Name					
					HUP catering					
					1 Provide Caterer Arrival Time					
					6:30 am					
					1 Food will be served					
					Security - Event Start from 6:30 AM to 7:00 AM					
					1 Security Coverage - UPHS					
					SSA/BSA - Setup from 6:30 AM to 8:00 AM					
					1 MJ OT					
					1 JD OT					
					SSA/BSA - Takedown from 8:30 AM to 9:00 AM					
					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					
					MTP Tech - Setup from 6:30 AM to 8:00 AM					
					1 MTP Tech - OT - Temp					
					MTP Tech - Entire Event from 8:00 AM to 5:00 PM					
					1 MTP Tech					
					MTP Tech - Takedown from 5:00 PM to 6:30 PM					
					1 MTP Tech - OT - MBB					
					Caterer Information					
					1 Food will be served					
					1 Provide Caterer Arrival Time					
					5:45AM					
					1 Provide Caterer Name					
					Feast Your Eyes					
					Security - Event Start from 12:01 AM to 7:00 AM					
					1 Security Coverage - UPHS					
					complete overnight security					
					Security - Entire Event from 7:00 PM to 11:59 PM					
					1 Security Coverage - UPHS					
					overnight security					
					SSA/BSA - Takedown from 3:15 PM to 3:45 PM					
					1 MJ					
					1 JD					

SCL 0701+**Stellar-Chance Laboratories**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	1:00 PM	1:30 PM	3:00 PM	3:30 PM	SNMA	Boardroom Style (20) Meeting - Education	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed	RS	56970 289377
MTP Equipment										
1 LCD Projector - Portable										
1 Laptop - PC										
MTP Tech - Setup from 1:00 PM to 1:30 PM										
1 MTP Tech										
1 Media Services Fee - Setup										
MTP Tech - Takedown from 3:00 PM to 3:30 PM										
1 MTP Tech										
1 Media Services Fee - Breakdown										

STM 204 SIM LAB+**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	2:30 PM	2:30 PM	5:00 PM	5:00 PM	MOD 4 MED	Undefined Style (15) Class - Lab	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47878 247613
MTP Equipment										
1 Computer Fixed in Space - PC										
1 Sim Man										
MTP Tech - Setup from 2:00 PM to 5:00 PM										
1 MTP Tech										
MTP Tech - Takedown from 5:00 PM to 5:30 PM										
1 MTP Tech - OT - MBB										

Rooms with Computers Fixed in Space

Room Name / Number	Type of Cabinet	VGA Wrapped?	Locked?
AC B33	Ghostbuster Box		
AC 103	Ghostbuster Box		
AC 104	Ghostbuster Box		
AC 149	Ghostbuster Box		
AC 349	Closet with Mac Mini in it		
BLK 505	LCD, Keyboard, PC Monitor & Mouse powered off - DO NOT LOCK PODIUM		
BLK 701	LCD, Keyboard, PC Monitor & Mouse powered off - DO NOT LOCK PODIUM		
BLK 840	Make sure Plasma, Keyboard & Mouse are powered off		
BLK 940	Make sure Plasma, Keyboard & Mouse are powered off		
BLK 1311	Ghostbuster Box		
BRB 251, 252 & 253	Podium	N/A	
BRB 301	Cabinet without Monitor		
BRB 501	Cabinet without Monitor		
BRB 701	Cabinet with Monitor		
BRB 801	Cabinet without Monitor		
BRB 901	Cabinet with Monitor		
BRB 1001	Cabinet without Monitor		
BRB 1101	Cabinet with Monitor		
BRB 1201	Cabinet without Monitor		
BRB 1301	Cabinet with Monitor		
BRB 1412	Ghostbuster Box		
BRB 1413	Cabinet with Monitor		
CRB 205	Make sure LCD and PC Monitor are powered off		
CRB 500	Make sure Plasma is powered off		
JMB Wood Room	Lock up closet and make sure to power off Plasma, PC Monitor & Mouse		
SCL 104	Ghostbuster Box		
SCL 204	Cabinet with Monitor		
Golf Cart	Make sure the cover is on it and that there is nothing (like trash) on it.		

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
					MTP Equipment					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					MTP Tech - Setup from 1:45 PM to 2:00 PM					
					1 MTP Tech - Runner					
					MTP Tech - Takedown from 2:30 PM to 2:45 PM					
					1 MTP Tech - Runner					

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
					MTP Equipment					
					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					
					MTP Tech - Setup from 12:30 PM to 1:00 PM					
					1 MTP Tech - Runner					
					MTP Tech - Takedown from 2:00 PM to 2:30 PM					
					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	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
AV Rental Services - Assistance Only (10) from 11:30 AM to 12:30 PM										
1 Video Conference Unit - Web										
MTP Equipment										
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										
MTP Tech - Setup from 11:00 AM to 11:30 AM										
1 MTP Tech - AVRC										
MTP Tech - Takedown from 12:30 PM to 1:00 PM										
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
MTP Equipment										
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										
MTP Tech - Setup from 1:00 PM to 1:30 PM										
1 MTP Tech - Runner										
MTP Tech - Takedown from 4:30 PM to 5:00 PM										
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
					Event Description (30) seats classroom style (10) seats perimeter seating					
					MTP Equipment 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					
					MTP Tech - Setup from 11:30 AM to 12:00 PM 1 MTP Tech - Runner					
					MTP Tech - Takedown from 2:30 PM to 3:00 PM 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
					MTP Equipment					
					1 BRB Lab Floor Default AV					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					1 Internet Access Needed					
					MTP Tech - Setup from 8:15 AM to 8:30 AM					
					1 MTP Tech - Runner					
					MTP Tech - Takedown from 10:00 AM to 10:15 AM					
					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
					MTP Equipment					
					1 Plug and Play AV Package C					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					MTP Tech - Setup from 11:30 AM to 12:00 PM					
					1 MTP Tech - Runner					
					MTP Tech - Takedown from 2:00 PM to 2:30 PM					
					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 0801+**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	10:00 AM	10:15 AM	CHROMO CLUB	Boardroom Style (15) Meeting - Research	Cell and Development Biology HARRINGTON, MEGAN K 215-898-2800	Confirmed	RS	45969 237440
MTP Equipment <ul style="list-style-type: none"> 1 Plug and Play AV Package D 1 Computer Fixed in Space - PC 1 LCD Projector - Fixed in Space MTP Tech - Setup from 8:45 AM to 9:00 AM <ul style="list-style-type: none"> 1 MTP Tech - Runner MTP Tech - Takedown from 10:00 AM to 10:15 AM <ul style="list-style-type: none"> 1 MTP Tech - Runner 										
10/25/2019	12:45 PM	1:00 PM	2:00 PM	2:15 PM	GGEB CAREER FORUM - CHENG JIA	Boardroom Style (30) Meeting - Education	Biomedical Graduate Studies ELLIOTT, ELI 215-573-3881	Confirmed	RS	55521 280009
Housekeeping <ul style="list-style-type: none"> 1 Housekeeping Requested - PSOM Caterer Information <ul style="list-style-type: none"> 1 Provide Caterer Name Ed's Pizza 1 Provide Caterer Arrival Time 12:45 1 Food will be served 										
10/25/2019	3:45 PM	4:00 PM	6:30 PM	6:45 PM	CAMB RECEPTION	Boardroom Style (20) Reception - Education	Cancer Biology HUGHES, ASHLEY N (215) 8988532	Confirmed	RS	54642 277115
Caterer Information <ul style="list-style-type: none"> 1 Provide Caterer Name 1 Provide Caterer Arrival Time 4:00pm 1 Food will be served Security - Event End from 6:00 PM to 6:30 PM <ul style="list-style-type: none"> 1 Security Coverage - PSOM 										

BRB 1101+**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	9:45 AM	10:00 AM	11:30 AM	11:45 AM	MULLINS LAB MEETING	Boardroom Style (10) Meeting - Research	Cell and Development Biology HARRINGTON, MEGAN K 215-898-2800	Confirmed	FRS	44817 233335
MTP Equipment 1 BRB Lab Floor Default AV 1 Computer Fixed in Space - PC 1 LCD Projector - Fixed in Space MTP Tech - Setup from 9:45 AM to 10:00 AM 1 MTP Tech - Runner MTP Tech - Takedown from 11:30 AM to 11:45 AM 1 MTP Tech - Runner										
10/25/2019	1:15 PM	1:30 PM	3:30 PM	3:45 PM	GRANATO LAB MEETING	Boardroom Style (10) Meeting - Research	Cell and Development Biology HARRINGTON, MEGAN K 215-898-2800	Confirmed by LS	MH	47938 247988

BRB 1201+

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	10:00 AM	10:15 AM	KAZANIETIZ LAB MEETING	Boardroom Style (8) Meeting - Research	Pharmacology Business Office RUCKER, ROSALYN C 215-898-8417	Confirmed	RS	46184 238585
MTP Equipment <ul style="list-style-type: none"> 1 BRB Lab Floor Default AV 1 Computer Fixed in Space - PC 1 LCD Projector - Fixed in Space 1 Keyboard w Mouse - Fixed in Space 1 LCD Projector - Fixed in Space 										
MTP Tech - Setup from 8:45 AM to 9:00 AM										
1 MTP Tech - Runner										
MTP Tech - Takedown from 10:00 AM to 10:15 AM										
1 MTP Tech - Runner										
10/25/2019	11:45 AM	12:00 PM	1:00 PM	1:15 PM	DR GRICE JOURNAL CLUB	Boardroom Style (15) Meeting - Administrative	Dermatology STOKES, EDWARD WILLIAM (215) 6623165	Confirmed	CW	54837 277971
MTP Equipment <ul style="list-style-type: none"> 1 Wireless Keyboard with Mouse - Fixed in Space 1 Plug and Play AV Package D 1 Computer Fixed in Space - PC 1 LCD Projector - Fixed in Space 										
MTP Tech - Setup from 11:45 AM to 12:00 PM										
1 MTP Tech - Runner										
MTP Tech - Takedown from 1:00 PM to 1:15 PM										
1 MTP Tech - Runner										
Caterer Information										
1 Provide Caterer Arrival Time										
11:45 am										
1 Provide Caterer Name										
Pattaya										
1 Food will be served										

BRB 1201+**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	1:45 PM	2:00 PM	4:00 PM	4:15 PM	MULLINS LAB MEETING	Boardroom Style (10) Meeting - Research	Cell and Development Biology HARRINGTON, MEGAN K (215) 8982800	Confirmed	RS	54044 275274
MTP Equipment										
1 Plug and Play AV Package D										
1 Computer Fixed in Space - PC										
1 LCD Projector - Fixed in Space										
MTP Tech - Setup from 1:45 PM to 2:00 PM										
1 MTP Tech - Runner										
MTP Tech - Takedown from 4:00 PM to 4:15 PM										
1 MTP Tech - Runner										

BRB 1301+**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	9:15 AM	9:30 AM	11:30 AM	11:45 AM	OCRC WIP MTG	Boardroom Style (10)	Ctr for Res on Reprod and Women's Health	Confirmed	DDA	40626
						Meeting - Research	ADAMOLI, DONNA 215-573-5446			210607
					MTP Equipment					
					1 BRB Lab Floor Default AV					
					1 Computer Fixed in Space - PC					
					1 LCD Projector - Fixed in Space					
					1 Keyboard w Mouse - Fixed in Space					
					1 Laser Pointer - Fixed in Space					
					1 Internet Access Needed					
					MTP Tech - Setup from 9:15 AM to 9:30 AM					
					1 MTP Tech - Runner					
					MTP Tech - Takedown from 11:30 AM to 11:45 AM					
					1 MTP Tech - Runner					

BRB 1412+**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	11:00 AM	11:30 AM	CAMB MD/ PHD RECRUITING INFO AND SCIENCE TALKS	U-Shaped Style (25)	Biomedical Graduate Studies	Confirmed	CW	55592
						Admissions Interview	KLINE, ANNA S. (215) 8983918			280363
Event Description										
SSA: Please set up (1) 6' table with Blue table cloth set between door and windows										
Event Equipment										
1 6' X 30" Long Table										
1 Tablecloth										
Tablecloth color: Blue										
MTP Equipment										
1 Plug and Play AV Package E										
1 Computer Fixed in Space - PC										
1 Flat Screen - Fixed in Space										
MTP Tech - Setup from 8:30 AM to 9:00 AM										
1 MTP Tech - Runner										
MTP Tech - Takedown from 11:00 AM to 11:30 AM										
1 MTP Tech - Runner										
Caterer Information										
1 Provide Caterer Name										
12th Street										
1 Provide Caterer Arrival Time										
8:45am										
1 Food will be served										
SSA/BSA - Setup from 8:30 AM to 9:00 AM										
1 CG										
SSA/BSA - Takedown from 11:00 AM to 11:30 AM										
1 CG										

BRB 1413+

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	10:00 AM	10:00 AM	EMMI STUDY MEETING	Boardroom Style (5) Meeting - Research	Gastroenterology KIRKPATRICK, WADE 215-573-4117	Confirmed	EO	54300 276152
Event Description MTP: back to back - take down to occur after next event. MTP Tech - Setup from 8:45 AM to 9:00 AM 1 MTP Tech - Runner										
10/25/2019	10:00 AM	10:00 AM	12:00 PM	12:15 PM	PENNCROP MICROBIOME PROGRAM STEERING COMMITTEE	Boardroom Style (7) Meeting - Research	Gastroenterology MONKOSKI, JESSICA R (215) 5734970	Confirmed	WN	56829 288827
Event Description MTP: back to back. set up as part of previous event. MTP Equipment 1 Computer Fixed in Space - PC 1 Plug and Play AV Package E 1 Flat Screen - Fixed in Space MTP Tech - Takedown from 12:00 PM to 12:15 PM 1 MTP Tech - Runner										

JMB WOOD RM+**John Morgan Building**

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	8:00 AM	10:30 AM	11:00 AM	COAP FY20	U-Shaped Style (18)	Faculty Affairs and Professional Development	Confirmed	EO	47813
						Meeting - Administrative	SHALA, KAREN 215-746-7828			247218
Event Description										
SSA: Please reset room to U-shaped layout and confirm table by window for food. When resetting the room to boardroom after event, put 4 chairs from outside the doors back in the room per EW.										
Caterer Information										
1 Provide Caterer Arrival Time										
7:30 am										
1 Provide Caterer Name										
Philadelphia Catering										
1 Food will be served										
SSA/BSA - Setup from 7:30 AM to 8:00 AM										
1 CG OT										
1 BS OT										
SSA/BSA - Takedown from 10:30 AM to 11:00 AM										
1 CG										
1 CR										
10/25/2019	12:30 PM	1:00 PM	2:00 PM	2:30 PM	FAPD + PSOM HR	Boardroom Style (6)	Faculty Affairs and Professional Development	Confirmed	EO	55436
						Meeting - Administrative	SHALA, KAREN 215-746-7828			285193
MTP Equipment										
1 Computer Fixed in Space - PC										
1 Flat Screen - Fixed in Space										
MTP Tech - Setup from 12:30 PM to 1:00 PM										
1 MTP Tech - Runner										
MTP Tech - Takedown from 2:00 PM to 2:30 PM										
1 MTP Tech - Runner										

RICH B207***Richards Building**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	1:15 PM	1:30 PM	2:30 PM	2:45 PM	CE SOCIETY DROP IN HOUR	Boardroom Style (10)	Faculty Affairs and Professional Development	Confirmed	CW	56483
						Meeting - Administrative	SHALA, KAREN 215-746-7828			286333
					MTP Equipment					
					1 Computer Fixed in Space - PC					
					1 Flat Screen - Fixed in Space					
					MTP Tech - Setup from 1:15 PM to 1:30 PM					
					1 MTP Tech - Runner					
					MTP Tech - Takedown from 2:30 PM to 2:45 PM					
					1 MTP Tech - Runner					

SCL 0104***Stellar-Chance Laboratories**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	10:15 AM	10:30 AM	12:00 PM	12:15 PM	NGG-597-401 "NEURAL DEVELOPMENT, REGENERATION AND REPAIR"	Boardroom Style (15)	Biomedical Graduate Studies	Confirmed Academic	RO	51017
						Class - Lecture	Dunn, Colleen M 215-898-2792			262051
Event Description										
Course Instructor: Greg Bashaw (gbashaw@pennmedicine.upenn.edu - 898-0829) - Yuanquan Song (songy2@email.chop.edu)										
MTP Equipment										
1 Computer Fixed in Space - PC										
1 LCD Projector - Fixed in Space										
MTP Tech - Setup from 10:15 AM to 10:30 AM										
1 MTP Tech - Runner										
MTP Tech - Takedown from 12:00 PM to 12:15 PM										
1 MTP Tech - Runner										

SCL 0204***Stellar-Chance Laboratories**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
10/25/2019	2:45 PM	3:00 PM	4:30 PM	4:45 PM	PIC CHARGE	Boardroom Style (6) Meeting - Research	Research NIKOO, KAYVON J (215) 8982875	Confirmed	CW	56772 288632
MTP Equipment										
1 Plug and Play AV Package E										
1 Computer Fixed in Space - PC										
1 Flat Screen - Fixed in Space										
MTP Tech - Setup from 2:45 PM to 3:00 PM										
1 MTP Tech - Runner										
MTP Tech - Takedown from 4:30 PM to 4:45 PM										
1 MTP Tech - Runner										

STM 213+

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	9:45 AM	10:00 AM	12:00 PM	12:15 PM	GOTTFRIED LAB JOURNAL CLUB	Boardroom Style (12)	Neurology	Confirmed	CW	55789
						Meeting - Research	CHEHELTANI, SEPIDEH 2155314614			280940
					MTP Equipment					
					1 Plug and Play AV Package E					
					1 Keyboard w Mouse - Fixed in Space					
					1 Wireless Keyboard with Mouse - Fixed in Space					
					1 Computer Fixed in Space - PC					
					1 Flat Screen - Fixed in Space					
					MTP Tech - Setup from 9:45 AM to 10:00 AM					
					1 MTP Tech - Runner					
					MTP Tech - Takedown from 12:00 PM to 12:15 PM					
					1 MTP Tech - Runner					
10/25/2019	2:00 PM	2:00 PM	3:00 PM	3:00 PM	CHRISTIE LAB INTERVIEW	Boardroom Style (8)	Pulmonary, Allergy and Critical Care	Confirmed by LS	MMN	56965
						Meeting - Research	MCNICHOL, MARY 215-573-9918			289371
10/25/2019	4:00 PM	4:00 PM	5:00 PM	5:00 PM	LUNG BIOLOGY DATA CLUB	Boardroom Style (15)	Pulmonary, Allergy and Critical Care	Confirmed by LS	MMN	46271
						Meeting - Research	MCNICHOL, MARY 215-573-9918			239185

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
MTP Equipment 1 Internet Access Needed 1 Computer Fixed in Space - PC 1 Plug and Play AV Package E 1 Flat Screen - Fixed in Space MTP Tech - Setup from 8:45 AM to 9:00 AM 1 MTP Tech - Runner MTP Tech - Takedown from 11:00 AM to 11:15 AM 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

JMEC Runner Instructions

AM Runner - Turn on all the rooms and route the Instructor PC to the screens. If the first scheduled event is within an hour of you going to the space, route the Instructor PC to the projectors in the room too. If you notice that one of the screens is NOT powering on or displaying properly, please troubleshoot. If you find that you can NOT fix the problem call Terrance, Dave, Syd, Kevin, Ray or Eric. No matter what, you should be documenting and submitting a ticket into Active Collab.

PM Runner - Power off rooms that aren't occupied. Some events do NOT have AV assigned but plan to use the resources with NO support from MTP. This is Okay and that is why you should only power off the rooms that aren't occupied.

JMEC Spaces

Room Name / Number	What to do?	Mic's in charger cradles and charging?	Locked?
JMEC 501 - 504	Do NOT lock anything except the closet (B3 Key)		
JMEC 511 - 514	Do NOT lock anything except the closet (B3 Key)		
JMEC 505 E/W JMEC 506 E/W JMEC 515 E/W JMEC 516 E/W	<ul style="list-style-type: none"> - Do NOT lock anything except the closet (B3 Key) - Make sure all AV gear is straightened and ready for the next day. - Ensure all touch panels are logged off/powered down. 		
JMEC Atrium	Be sure Digital Signage is on and functional in AM Be sure Digital Signage is off in PM		
JMEC "Fishbowl" 5-104 JMEC 05M-A and 05M-B	Check to see that monitor is not on and in "Standby" mode		
Control Room	Make sure JMEC Law is powered off along with equipment returned to control room at the end of the night.		

JMEC 0501**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	12:01 AM	8:00 AM	12:30 PM	5:30 PM	ISCT/ASTCT COURSE	Clusters Style (30) Conference/Symposium-Research	Path and Lab Bruce Levine 215-573-6788	Confirmed	LMF	35242 188545
Event Description JMEC 501-503 REMAINS IN CLUSTER STYLE LAYOUT SSA: Check to ensure cluster style layout in JMEC 501 and 503. JMEC 502 has a U shape with tables to the side of the room for food and beverages OT charges listed under 505EW. AV: Runner resources requested in JMEC 501-503. OT charges listed under JMEC 505EW.										
Housekeeping 1 Housekeeping Requested - HUP										
MTP Equipment 3 Plug and Play AV Package B 3 Computer Fixed in Space - PC 3 Flat Screen - Fixed in Space 3 LCD Projector - Fixed in Space										
MTP Tech - Setup from 7:30 AM to 8:00 AM 1 MTP Tech - Runner										
MTP Tech - Takedown from 12:30 PM to 1:00 PM 1 MTP Tech - Runner										
SSA/BSA - Setup from 7:30 AM to 8:00 AM 1 MJ										

JMEC 0504**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	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 245311
Event Description AV: Runner resources requested in JMEC 504, both sides of 506EW, and 511-514										
MTP Equipment 7 Plug and Play AV Package B 7 Computer Fixed in Space - PC 7 Flat Screen - Fixed in Space 7 LCD Projector - Fixed in Space										
MTP Tech - Setup from 10:30 AM to 11:00 AM 1 MTP Tech - Runner										
MTP Tech - Takedown from 12:00 PM to 12:30 PM 1 MTP Tech - Runner										
10/25/2019	12:00 PM	12:00 PM	2:30 PM	2:30 PM	SP event	Clusters Style (10) Meeting - Education	Vice Dean Education HAGELE, CATHERINE A 215-573-5605	Confirmed by AP	JM	55162 279042
10/25/2019	3:30 PM	3:30 PM	5:00 PM	5:00 PM	MED 250 course	Clusters Style (5) Meeting - Education	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed by AP	JM	54148 275803
MTP Equipment 1 Plug and Play AV Package B 1 Computer Fixed in Space - PC 1 Flat Screen - Fixed in Space 1 LCD Projector - Fixed in Space										
MTP Tech - Setup from 3:00 PM to 3:30 PM 1 MTP Tech - Runner										
MTP Tech - Takedown from 5:00 PM to 5:30 PM 1 MTP Tech - Runner - OT - LMK										

JMEC 0506E**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	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 245318
Event Description AV: Staff and resources listed under JMEC 504										
10/25/2019	12:00 PM	12:00 PM	1:00 PM	1:00 PM	MOD 4 SURG	Clusters Style (10) Class - Lab	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed by AP	JM	56583 287556
10/25/2019	1:00 PM	1:00 PM	2:00 PM	2:00 PM	MS2 Sections	Clusters Style (20) Class - Lab	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47188 245316
10/25/2019	2:30 PM	2:30 PM	4:00 PM	4:00 PM	MOD 4 Surg	Clusters Style (20) Class - Lab	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed by AP	JM	55106 278826
Event Description Runner resources are requested in both sides of JMEC 506EW MTP Equipment 2 Plug and Play AV Package B 2 Computer Fixed in Space - PC 2 Flat Screen - Fixed in Space 2 LCD Projector - Fixed in Space MTP Tech - Setup from 2:00 PM to 2:30 PM 1 MTP Tech - Runner MTP Tech - Takedown from 4:00 PM to 4:30 PM 1 MTP Tech - Runner										

JMEC 0506W**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	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 245317
Event Description AV: Staff and resources listed under JMEC 504										
10/25/2019	12:00 PM	12:00 PM	1:30 PM	1:30 PM	MOD 4 SURG	Clusters Style (12) Class - Lab	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47960 248995
MTP Equipment 1 Computer Fixed in Space - PC 1 Flat Screen - Fixed in Space 1 LCD Projector - Fixed in Space MTP Tech - Setup from 11:30 AM to 12:00 PM 1 MTP Tech - Runner MTP Tech - Takedown from 1:30 PM to 2:00 PM 1 MTP Tech - Runner										
10/25/2019	2:30 PM	2:30 PM	4:00 PM	4:00 PM	MOD 4 Surg	Clusters Style (11) Class - Lab	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed by AP	JM	55106 278834
Event Description Runner staff and resources listed in JMEC 506E										

JMEC 0511**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 245330
Event Description AV: Runner resources are requested in JMEC 511-514, and both sides of 515EW and 516EW MTP Equipment 8 Plug and Play AV Package B 8 Computer Fixed in Space - PC 8 Flat Screen - Fixed in Space 8 LCD Projector - Fixed in Space MTP Tech - Setup from 7:30 AM to 8:00 AM 1 MTP Tech - Runner - OT - LMK MTP Tech - Takedown from 10:00 AM to 10:30 AM 1 MTP Tech - Runner										
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 245312
Event Description AV: Staff and resources listed under JMEC 504										
10/25/2019	12:00 PM	12:00 PM	1:00 PM	1:00 PM	Course Rep Meeting	Boardroom Style (20) Meeting - Education	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47624 246752
10/25/2019	1:00 PM	1:00 PM	2:00 PM	2:00 PM	SONO scanning	Clusters Style (10) Meeting - Education	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed by AP	JM	56702 288413

JMEC 0511**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	2:30 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 247689
Event Description										
AV runner resources requested in JMEC 511-514										
MTP Equipment										
4 Plug and Play AV Package B										
4 Computer Fixed in Space - PC										
4 Flat Screen - Fixed in Space										
4 LCD Projector - Fixed in Space										
MTP Tech - Setup from 2:00 PM to 2:30 PM										
1 MTP Tech - Runner										
MTP Tech - Takedown from 5:00 PM to 6:00 PM										
1 MTP Tech - Runner - OT - LMK										

JMEC 0512**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 245331
Event Description 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 245313
Event Description AV: Staff and resources listed under JMEC 504										
10/25/2019	12:00 PM	12:00 PM	1:00 PM	1:00 PM	INTERVIEWS	Clusters Style (20) Meeting - Education	Vice Dean Education HARLAN, LAURA A 215-898-1829	Confirmed by AP	JM	47927 259690
Event Description Runner resources requested for Standardized Patient. Back to back with prior and following AP event.										
MTP Equipment 1 Flat Screen - Fixed in Space 1 LCD Projector - Fixed in Space 1 Computer Fixed in Space - PC										
MTP Tech - Setup from 11:30 AM to 12:00 PM 1 MTP Tech - Runner										
MTP Tech - Takedown from 1:00 PM to 1:30 PM 1 MTP Tech - Runner										
10/25/2019	1:00 PM	1:00 PM	2:00 PM	2:00 PM	Penn HealthX	Clusters Style (10) Meeting - Education	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed by AP	JM	56157 282496
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 247690
Event Description AV staff and resources requested in JMEC 511										

JMEC 0514**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 245323
Event Description 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 245315
Event Description AV: Staff and resources listed under JMEC 504										
10/25/2019	12:00 PM	12:00 PM	1:00 PM	1:00 PM	INTERVIEWS	Clusters Style (20) Meeting - Education	Vice Dean Education HARLAN, LAURA A 215-898-1829	Confirmed by AP	JM	47927 259663
Event Description Runner resources requested for Ultrasound. Back to back with prior AP event. MTP Equipment 1 Flat Screen - Fixed in Space 1 LCD Projector - Fixed in Space 1 Computer Fixed in Space - PC MTP Tech - Setup from 11:30 AM to 12:00 PM 1 MTP Tech - Runner MTP Tech - Takedown from 1:00 PM to 1:30 PM 1 MTP Tech - Runner										
10/25/2019	1:30 PM	1:30 PM	2:30 PM	2:30 PM	SNMA	Clusters Style (20) Meeting - Education	Vice Dean Education Dawson, Erika please email	Confirmed by AP	CG	57098 289933
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 247692
Event Description AV staff and resources requested in JMEC 511										

JMEC 0515EW**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	10:30 AM	11:00 AM	12:00 PM	12:30 PM	INTERVIEWS	Clusters Style (14) Meeting - Education	Vice Dean Education HARLAN, LAURA A 215-898-1829	Confirmed by AP	JM	47927 248064
Event Description AV: Tech requested for set-up assistance of Orientation Set-up time available for LH to reset room before and after.										
MTP Equipment 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										
MTP Tech - Setup from 10:30 AM to 11:00 AM 1 MTP Tech										
MTP Tech - Takedown from 12:00 PM to 12:30 PM 1 MTP Tech - Runner										
Partition Extending / Stacking 1 JMEC Partition - Stack										
10/25/2019	12:30 PM	12:30 PM	1:00 PM	1:00 PM	INTERVIEWS	Clusters Style (20) Meeting - Education	Vice Dean Education HARLAN, LAURA A 215-898-1829	Confirmed by AP	JM	47927 248133
10/25/2019	1:00 PM	1:00 PM	2:15 PM	2:15 PM	MoSAIC Post-Doctoring 1A Debrief Session	Clusters Style (20) Meeting - Education	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed by AP	JM	54035 275231
10/25/2019	2:30 PM	3:00 PM	6:00 PM	6:30 PM	5TH INTERNATIONAL SALIVARY GLAND CONGRESS	Clusters Style (40) Conference/Symposiu m-Education	Otorhinolaryngology HAMBURG, MARY 215-349-5691	Confirmed	RO	31571 273947

JMEC 0516E**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 245320
Event Description AV staff and resources listed under JMEC 511										
10/25/2019	10:30 AM	10:30 AM	4:00 PM	4:00 PM	MOD 4 MED	Clusters Style (20) Class - Lab	Vice Dean Education MCCABE, JONATHAN F 215-898-3280	Confirmed by AP	JM	47878 247821
Event Description Runner resources needed in both sides of JMEC 516EW MTP Equipment <ul style="list-style-type: none"> 2 Plug and Play AV Package B 2 Computer Fixed in Space - PC 2 Flat Screen - Fixed in Space 2 LCD Projector - Fixed in Space MTP Tech - Setup from 10:00 AM to 10:30 AM <ul style="list-style-type: none"> 1 MTP Tech - Runner MTP Tech - Takedown from 4:00 PM to 4:30 PM <ul style="list-style-type: none"> 1 MTP Tech - Runner 										

JMEC 05M-B**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	10:30 AM	11:00 AM	12:00 PM	12:30 PM	MEETING-RE: PENN-VINGROUP ALLIANCE (COST CENTER)	Boardroom Style (4)	Global Health Programs	Confirmed	EO	56815
						Meeting - Administrative	TRAN, QUYEN T 215-898-2056			288772
					MTP Equipment					
					1 Flat Screen - Fixed in Space					
					MTP Tech - Setup from 10:30 AM to 11:00 AM					
					1 MTP Tech - Runner					
					MTP Tech - Takedown from 12:00 PM to 12:30 PM					
					1 MTP Tech - Runner					
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 248500

SCTR AM Runner: Daily Check PCAM Walls 1. Micro Tile 2. 32" DS Display 3. 40" DVD Loopback are on

TRC Runner List

Room Name / Number	Type of Cabinet	VGA & Cables Hanging Up Under Table?	Locked?
TRC 01-102	Sliding Door - Closet (B3 Key)		
TRC 01-103	Sliding Door - Closet (B3 Key)		
TRC 08-146 (A&B)	Podium with wireless keyboard/mouse and table mics		
TRC 09-146 (A&B)	Podium with wireless keyboard/mouse and table mics		
TRC 10-146 (A&B)	Podium with wireless keyboard/mouse and table mics		
TRC 11-146 (A&B)	Podium with wireless keyboard/mouse and table mics		
TRC 12-146 (A&B)	Podium with wireless keyboard/mouse and table mics		
Control Room	Make sure Video Wall is powered off along with Audio at the end of the night.		

TRC - INVENTORY

Items to Inventory	Location	Bar Code Scanned?
TRC 1st Floor Touch Panels	TRC 01-102 & 01-103	
TRC 8th Floor Touch Panels	TRC 08-146 (both)	
TRC 9th Floor Touch Panels	TRC 09-146 (both)	
TRC 10th Floor Touch Panels	TRC 10-100 & TRC 10-146 (both)	
TRC 11th Floor Touch Panels	TRC 11-146 (both)	
TRC 12th Floor Touch Panels	TRC 12-146 (both)	
PC Laptops	TRC Control Room & Storage Room	
Mac Laptops	TRC Control Room & Storage Room	
Canon Portable LCD Projector	TRC Storage Room	
Portable Podium & Sound System	TRC Storage Room	

Please check under the tables with the connection cubby and confirm that the cables are hanging from the hooks. End of Day lock the podiums upstairs as well as the auditoriums.

**SCTR PM Runner after 6pm Insure PCAM Walls are off.
Micro Tile 32" DS Display 40" DVD Loopback**

SCTR 01-103**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	2:15 PM	2:30 PM	4:00 PM	4:15 PM	MOD 4 Surg	Boardroom Style (11) Class - Discussion/Section	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed	RO	55109 278843
MTP Equipment <ul style="list-style-type: none"> 1 Plug and Play AV Package E 1 Computer Fixed in Space - PC 1 Flat Screen - Fixed in Space MTP Tech - Setup from 2:15 PM to 2:30 PM <ul style="list-style-type: none"> 1 MTP Tech - Runner MTP Tech - Takedown from 4:00 PM to 4:15 PM <ul style="list-style-type: none"> 1 MTP Tech - Runner 										

SCTR 09-146AB*

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	5:00 PM	5:30 PM	NUTRITION FOCUSED PHYSICAL EXAM WORKSHOP	Classroom Style (30)	Clinical Nutrition Support Svc	Confirmed	RS	53308
						Training/Workshop - Clinical	Dwinnells, Kristen 267-275-1862			272495
					Housekeeping					
					1 Housekeeping Requested - HUP					
					MTP Equipment					
					1 Computer Fixed in Space - PC					
					1 Podium with Sound - Fixed in Space					
					1 Laser Pointer - Fixed in Space					
					1 LCD Projector - Fixed in Space					
					1 Internet Access Needed					
					MTP Tech - Setup from 6:30 AM to 8:00 AM					
					1 MTP Tech - Runner - OT - TM					
					MTP Tech - Takedown from 5:00 PM to 5:30 PM					
					1 MTP Tech - Runner - OT - MBB					
					Caterer Information					
					1 Food will be served					
					1 Provide Caterer Name					
					Corner Bakery Café					
					1 Provide Caterer Arrival Time					
					7am delivery for lunch					
					11:30 delivery for dinner					
					Security - Event Start from 6:30 AM to 7:00 AM					
					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
Event Description										
SSA: Please confirm classroom seating for 36 - perimeter seating for 14										
MTP Equipment										
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										
MTP Tech - Setup from 7:30 AM to 8:00 AM										
1 MTP Tech - Runner - OT - TM										
MTP Tech - Takedown from 9:15 AM to 9:45 AM										
1 MTP Tech - Runner										
SSA/BSA - Setup from 8:00 AM to 8:15 AM										
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
Event Description										
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.										
Event Equipment										
1 SCTR Partition - Extend										
MTP Equipment										
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										
MTP Tech - Setup from 12:00 PM to 12:30 PM										
1 MTP Tech - Runner										
MTP Tech - Takedown from 3:00 PM to 3:30 PM										
1 MTP Tech - Runner										
SSA/BSA - Setup from 12:00 PM to 12:30 PM										
1 WW										
1 SSA-BSA TEMP										
SSA/BSA - Setup from 1:45 PM to 2:00 PM										
1 MJ										
SSA/BSA - Takedown from 3:00 PM to 3:30 PM										
1 MJ										
1 JD										