AVRC Donner 2 Conf. Rm.

AV Rental Center

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	3:30 PM	4:00 PM	5:00 PM	5:00 PM	Critical Care Committee Meeting	(20)	Anesthesia and Critical Care	Confirmed by MTP	RFR	33078
						Meeting - Administrative	CAPUANO, HEATHER 215-349-5150 MCCARTHY, DIANE 215-615-4103			301219

AV Rental Services - Assistance Only from 4:00 PM to 5:00 PM

*   **1 Video Conference Unit - Web**

Event Description

*   Arrive early but know that the room maybe occupied when you arrive and you may have to stay until the meeting prior ends. NO BREAKDOWN REQUIRED. Enduser will shut off system when meeting concludes. Please show enduser how to shut off system or confirm that they know how to before leaving during set up time.

BlueJeans Meeting in HUP Donner 2 Conference Room.

Dial out using room Polycom system
392457627##199.48.152.152
or
392457627@bjn.vc

Meeting ID: 392457627
Moderator Passcode: 0514

If Polycom system is down use portable webcam, laptop and USB speaker/microphone.

See RR for questions

MTP Equipment

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

MTP Tech - Setup from 3:30 PM to 4:00 PM

*   **1 MTP Tech - AVRC**
       No charge for support in Donner 2 between 8AM - 5PM M-F

AVRC PCAM SPE 10-167

AV Rental Center

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	2:30 PM	3:00 PM	4:00 PM	4:30 PM	IP Alliance patient and Family Education	(15)	Infection Control	Confirmed by MTP	RFR	60152
						Meeting - Clinical	Macri, Ida 215-829-7832			300488

AV Rental Services - Assistance Only from 3:00 PM to 4:00 PM

   1 Video Conference Unit - Web

Event Description

ASSIGN MIKE NOLDE IF POSSIBLE

Set up meeting using BlueJeans.

NO VIDEO only slides through PC and audio using teleconferencing.

NOT MTP BlueJeans account so check with event organizer if there is a moderator code or if it is required to start the meeting.

https://bluejeans.com/2093639198

Phone: 1-866-226-4650
Meeting ID: 2093639198

See RR for questions.

MTP Tech - Setup from 2:30 PM to 3:00 PM

   1 MTP Tech - AVRC

MTP Tech - Takedown from 4:00 PM to 4:30 PM

   1 MTP Tech - AVRC

AVRC PCAM SPE 12th Floor Conf. Rm. 12-122

AV Rental Center

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	9:30 AM	10:00 AM	11:00 AM	11:15 AM	ORC Logistics VIDEO CONFERENCE	(16)	PeriOp Admin HUP	Confirmed by MTP	RFR	48066
						Meeting - Clinical	Eife, Amber 267-275-3891			271223

AV Rental Services - Assistance Only from 10:00 AM to 11:00 AM

   1 Video Conf Unit (IP) - Fixed in Space

Event Description

     Assist group with connecting to the VMR. Groups from PPMC and PAH will also be joining the call.

     VMR # 2209715

     Assign Mike Nolde

     See RR for questions.

MTP Equipment

   1 Microphone - Wired
   1 Flat Screen - Fixed in Space
   1 Computer Fixed in Space - PC

MTP Tech - Setup from 9:30 AM to 10:00 AM

   1 MTP Tech - AVRC
     NO OT Required - Assign Mike Nolde or tech assigned to SPE-15 @ 6:30AM

MTP Tech - Takedown from 11:00 AM to 11:15 AM

   1 MTP Tech - AVRC
     Assign Mike Nolde to breakdown.

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
1/14/2020	1:30 PM	2:00 PM	3:00 PM	3:30 PM	PHYSIOLOGY FACULTY CANDIDATE SEMINAR - DR. MILOSEVIC	Theater Style (20)	Physiology	Confirmed	EO	59164
						Seminar - Research	KLOSE, KATHRYN (215) 8984042			295872

Event Description

　　SSA: Set (1) 6' table for food.

Event Equipment

　　1　6' X 30" Long Table

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 1:30 PM to 3:30 PM

　　1　MTP Tech

Caterer Information

　　1　Provide Caterer Name
　　　Philadelphia Catering
　　1　Provide Caterer Arrival Time
　　　30 minutes prior
　　1　Food will be served

SSA/BSA - Setup from 1:30 PM to 2:00 PM

　　1　*SSA-BSA Request

SSA/BSA - Takedown from 3:00 PM to 3:30 PM

　　1　*SSA-BSA Request

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
1/14/2020	3:30 PM	4:00 PM	5:00 PM	5:30 PM	IMMUNOLOGY COLLOQUIUM SEMINAR SERIES 2020	Theater Style (100)	- PENN Immunology Institute	Confirmed	EO	32964
						Seminar - Research	MARKS, JEANNE M 215-898-0481			208803

Event Description

SSA: Please set-up (2) 8' tables with a red and blue tablecloth.

Event Equipment

2 8' X 30" Long Table
2 Tablecloth
   Tablecloth color: Blue
   Tablecloth color: Red

Housekeeping

1 Housekeeping Requested - PSOM

MTP Tech - Entire Event from 3:30 PM to 5:00 PM

1 MTP Tech

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

1 MTP Tech - OT - Request

Caterer Information

1 Provide Caterer Name
   Phila. Catering Co.
* **1 Provide Caterer Arrival Time**
   3:30PM

SSA/BSA - Setup from 3:30 PM to 4:00 PM

1 *SSA-BSA Request

SSA/BSA - Takedown from 5:00 PM to 5:30 PM

1 *SSA-BSA Request OT

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
1/14/2020	11:00 AM	11:30 AM	1:00 PM	1:30 PM	FACULTY CANDIDATE SEMINAR - JAMES DALEY, PHD	Theater Style (50)	OTO Admin	Confirmed	EO	59140
						Seminar - Research	MELENDEZ, SHANNON A 215-615-6525			295798

Event Description

    SSA: Please set-up (2) 6' tables with blue tablecloths outside aud for food.

Event Equipment

    2 6' X 30" Long Table
    2 Tablecloth
       Tablecloth color: Blue

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 11:00 AM to 1:30 PM

    1 MTP Tech

Caterer Information

    1 Provide Caterer Name
       Hymie's Deli
    1 Provide Caterer Arrival Time
       11:30am
    1 Food will be served

SSA/BSA - Setup from 11:00 AM to 11:30 AM

    1 *SSA-BSA Request

SSA/BSA - Takedown from 1:00 PM to 1:30 PM

    1 *SSA-BSA Request

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
1/14/2020	3:30 PM	4:00 PM	5:30 PM	6:00 PM	BRAIN SCIENCE CENTER SEMINAR	Theater Style (75)	Neurology	Confirmed	RS	52913
						Seminar - Education	BENJAMIN, LACINDA M 215-573-3538			271486

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 3:30 PM to 5:00 PM

1 MTP Tech

MTP Tech - Takedown from 5:00 PM to 6:00 PM

1 MTP Tech - OT - Request

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
1/14/2020	11:00 AM	11:30 AM	1:00 PM	1:30 PM	MEDICAL FACULTY SENATE SC	Boardroom Style (15)	Faculty Affairs and Professional Development	Confirmed	FRS	9487
						Meeting - Administrative	SHALA, KAREN 215-746-7828			173931

MTP Equipment

  1 Computer Fixed in Space - PC
  1 Flat Screen - Fixed in Space

MTP Tech - Setup from 11:00 AM to 11:30 AM

  1 MTP Tech - Runner

MTP Tech - Takedown from 1:00 PM to 1:30 PM

  1 MTP Tech - Runner

Caterer Information

  1 Provide Caterer Arrival Time
      11:00AM
  1 Food will be served
  1 Provide Caterer Name
      Day by Day

| 1/14/2020 | 4:30 PM | 5:00 PM | 7:00 PM | 7:30 PM | AC ADVISORY COMMITTEE FY20 | Boardroom Style (15) | Faculty Affairs and Professional Development | Confirmed | RS | 52796 |
| | | | | | | Meeting - Administrative | SHALA, KAREN 215-746-7828 | | | 271083 |

MTP Equipment

  1 Computer Fixed in Space - PC
  1 Flat Screen - Fixed in Space
  1 Telephone Conference Unit - Fixed in Space

MTP Tech - Setup from 4:30 PM to 5:00 PM

  1 MTP Tech
  1 Media Services Fee - Setup

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

  1 MTP Tech - OT - Request

JMEC 0506EW   **Jordan Medical Education Center**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	7:00 AM	7:00 AM	9:00 AM	9:00 AM	Clerkship Directors	Clusters Style (25) Meeting - Education	Vice Dean Education MCCABE, JONATHAN F (215) 8983280	Confirmed by AP	CG	56449 286170

MTP Equipment

    1 Podium with Sound - Fixed in Space
    1 Telephone Conference Unit - BlueJeans

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

    1 MTP Tech - OT - Request

MTP Tech - Takedown from 9:00 AM to 9:30 AM

    1 MTP Tech

JMEC 05-102   **Jordan Medical Education Center**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	8:00 AM	8:30 AM	4:30 PM	5:00 PM	WHARTON STUDIO RENTAL	Undefined Style (1) Video Production-Education	The Wharton School Don Huesman 215-573-3298	Confirmed by MTP	KPF	60287 301019

AV Rental Services - Assistance Only from 8:30 AM to 4:30 PM

    1 Media Studio Fee

Event Description

    Studio rental by Wharton group for the day. Tech needed only to unlock and lock up.

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

    1 MTP Tech - AVRC

MTP Tech - Takedown from 4:30 PM to 5:00 PM

    1 MTP Tech - AVRC

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
1/14/2020	7:30 AM	8:00 AM	10:00 AM	10:30 AM	MOD 2 Lectures	Theater Style (160) Class - Lecture	Vice Dean Education GORMAN, CHRISTOPHER G (215) 5735629	Confirmed by AP	CG	56189 283025

MTP Equipment

1 Tuition-Generating Class AV Request
1 Academic Programs VC2000
1 Computer Fixed in Space - PC
1 Laser Pointer - Portable
1 LCD Projector - Fixed in Space
1 Tuition-Generating Mediasite
    Mediasite Selections: JMEC 1
1 Microphone - Wireless - Lapel
1 Podium with Sound - Fixed in Space
1 Remote Mouse - Wireless

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

1 MTP Tech - OT - Request

MTP Tech - Entire Event from 8:00 AM to 10:30 AM

1 MTP Tech

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	12:30 PM	1:00 PM	2:00 PM	2:30 PM	MOD 6 DOC 1B	Theater Style (150) Class - Lecture	Vice Dean Education KOBITHEN, MARIE I (215) 5735592	Confirmed by AP	CG	56587 287611

MTP Equipment

1 Tuition-Generating Mediasite
    Mediasite Selections: JMEC 1
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 Academic Programs VC2000
1 Laser Pointer - Portable
1 Microphone - Wireless - Lapel
1 Remote Mouse - Wireless

MTP Tech - Entire Event from 12:30 PM to 2:30 PM

1 MTP Tech

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
1/14/2020	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 266866

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
1/14/2020	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 266616

MTP Tech - Entire Event from 7:00 AM to 8:00 AM

1 MTP Tech

RICH B205*   **Richards Building**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	9:45 AM	10:00 AM	12:00 PM	12:15 PM	CANCRO LAB MEETING	Boardroom Style (10)	Pathology & Laboratory Medicine	Confirmed	RS	47564
						Meeting - Research	WALLER, JOCELYNE M 215-573-4765			246584
1/14/2020	1:30 PM	2:00 PM	3:00 PM	3:30 PM	PATH CANDIDATE VIDEO INTERVIEW	Boardroom Style (5)	Path Admin	Confirmed	EO	60279
						Meeting - Research	Pritchard, Laura 215-615-6510			301011

Event Description

    *   Group will be using web based blue jeans

MTP Equipment

    *   **1 Flat Screen - Fixed in Space**
    *   **1 Computer Fixed in Space - PC**
    *   **1 Telephone Conference Unit - Fixed in Space**

MTP Tech - Setup from 1:30 PM to 2:00 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**

SCTR 01-102   **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
1/14/2020	8:45 AM	9:00 AM	12:00 PM	12:15 PM	VINGROUP-PENN ALLIANCE MEETING	Boardroom Style (10)	Global Health Programs	Confirmed	EO	50560
						Meeting - Administrative	SMITH, BRITTANY 215-746-2940			259348

MTP Equipment

    1 Computer Fixed in Space - PC
    1 Flat Screen - Fixed in Space
    1 Microphone - Wired
      We have a zoom call with a Vietnam.

MTP Tech - Setup from 8:45 AM to 9:00 AM

    1 MTP Tech
    1 Media Services Fee - Setup

MTP Tech - Takedown from 12:00 PM to 12:15 PM

    1 MTP Tech
    1 Media Services Fee - Breakdown

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	2:45 PM	3:00 PM	4:00 PM	4:15 PM	PGG CANDIDACY EXAM WORKSHOP	Boardroom Style (10)	Biomedical Graduate Studies	Confirmed	CW	57771
						Meeting - Education	SQUIRE, SARAH (215) 8981790			291594

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 4:00 PM to 4:15 PM

    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
1/14/2020	9:30 AM	10:00 AM	11:30 AM	12:00 PM	KIDNEY TRANSPLANT SUPPORT GROUP	Boardroom Style (20)	Social Service HUP	Confirmed	EO	55473
						Meeting - Education	Peralta, Sandra 2672263923			279918

AV Rental Services - Assistance Only from 10:00 AM to 11:30 AM

*   **1 Video Conference Unit - Web**
       Vidyo - NOT BLUEJEANS

*   **1 Video Camera HDV**
       Webcam

Event Description

*   SSA: Please reset room to boardroom layout.

NON AVRC TECH SUPPORT NEEDED (Basic AV set up and breakdown required)

Group will use Vidyo for video conferencing and needs MTP Tech to bring a Revolab kit to the room along with gaffers tape to tape down any cables (if necessary)

Group will supply their own laptop and will connect to the projector. (May connect at podium but also may connect at the tables)

Need webcam and Revolab speaker.

NOTE: This is groups first session so please give extra customer service as needed.

See RR for questions.

MTP Equipment

     1 Podium with Sound - Fixed in Space
     1 LCD Projector - Fixed in Space
     1 Keyboard w Mouse - Fixed in Space
     1 Flat Screen - Fixed in Space
     1 Computer Fixed in Space - PC
*   **1 Microphone - Wired**
       Revolab USB Speaker/Microphone

MTP Tech - Setup from 9:30 AM to 10:00 AM

*   **1 MTP Tech**

MTP Tech - Takedown from 11:30 AM to 12:00 PM

*   **1 MTP Tech**

Caterer Information

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

1 Food will be served

    Caterer info not provided - Food must be delivered to building entrance

SSA/BSA - Setup from 9:30 AM to 10:00 AM

1 *SSA-BSA Request

1 *SSA-BSA Request

SSA/BSA - Takedown from 11:30 AM to 12:00 PM

1 *SSA-BSA Request

1 *SSA-BSA Request

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
1/14/2020	3:00 PM	3:30 PM	5:00 PM	5:30 PM	PSOM STUDENT STANDARDS COMMITTEE MTGS	Boardroom Style (20)	Vice Dean Education	Confirmed	EO	54042
						Meeting - Education	SCHORR, ROSALYN D. 215-898-4315			275258

Event Description

SSA: Please reset room to boardroom layout.

MTP Equipment

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 3:00 PM to 3:30 PM

1 MTP Tech
1 Media Services Fee - Setup

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

1 MTP Tech - OT - Request

Caterer Information

1 Provide Caterer Name
   Philadelphia Catering Company
1 Provide Caterer Arrival Time
   3pm
1 Food will be served

SSA/BSA - Setup from 3:00 PM to 3:30 PM

1 *SSA-BSA Request
1 *SSA-BSA Request

SSA/BSA - Takedown from 5:00 PM to 5:30 PM

1 *SSA-BSA Request OT
1 *SSA-BSA Request OT

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.		

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
1/14/2020	8:30 AM	9:00 AM	5:00 PM	5:30 PM	CPHI HEALTH EDUCATOR TRAINING	Classroom Style (15)	Center for Public Health Initiatives	Confirmed	RS	59625
						Meeting - Administrative	TRAN, ELAINE ANNE (215) 7463467			297875

Event Description

    *   CPHI Health Educator Training

        Organizer will receive food at building entrance

MTP Equipment

    1 Computer Fixed in Space - PC
    1 Keyboard w Mouse - Fixed in Space
    1 LCD Projector - Fixed in Space
    1 Podium with Sound - Fixed in Space
    1 Remote Slide Advancer - Fixed in Space

MTP Tech - Setup from 8:30 AM to 9:00 AM

    1 MTP Tech - Runner

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

    1 MTP Tech - Runner - OT - Request

Caterer Information

    1 Food will be served
    *   **1 Provide Caterer Name**
        Dujour Catering [Not Penn Approved]
        New Dehli   [Not Penn Approved]
    *   **1 Provide Caterer Arrival Time**
        9 am
        11:45 am

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
1/14/2020	11:00 AM	12:00 PM	1:00 PM	1:30 PM	PENN BIOETHICS SEMINAR SERIES	Classroom Style (55)	Online Education	Confirmed	RS	56452
						Seminar - Education	PHAM, MARY 215-573-1920			286214

Housekeeping

　1　Housekeeping Requested - PSOM

Caterer Information

　1　Provide Caterer Name
　　Philadelphia Catering Company
　1　Provide Caterer Arrival Time
　　11:15-11:30a
　1　Food will be served

1/14/2020	1:30 PM	2:00 PM	3:00 PM	3:30 PM	MICROBIOME PROGRAM STEERING COMMITTEE	U-Shaped Style (12)	Gastroenterology	Confirmed	EO	59640
						Meeting - Administrative	MONKOSKI, JESSICA R (215) 5734970			297976

Event Description

　　SSA: Please reset room to U-shape layout.

MTP Equipment

　1　Computer Fixed in Space - PC
　1　LCD Projector - Fixed in Space
　1　Podium with Sound - Fixed in Space

MTP Tech - Setup from 1:30 PM to 2:00 PM

　1　MTP Tech - Runner

MTP Tech - Takedown from 3:00 PM to 3:30 PM

　1　MTP Tech - Runner

SSA/BSA - Setup from 1:30 PM to 2:00 PM

　1　*SSA-BSA Request
　1　*SSA-BSA Request

SSA/BSA - Takedown from 3:00 PM to 3:30 PM

　1　*SSA-BSA Request
　1　*SSA-BSA Request

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
1/14/2020	8:30 AM	9:00 AM	10:30 AM	11:00 AM	JOYCE LAB MEETING	Classroom Style (20) Meeting - Research	Genetics Runyan, Kimberly (215) 7466172	Confirmed	RS	58836 294676
1/14/2020	11:15 AM	11:45 AM	2:15 PM	2:45 PM	PENNSIVE MEETING	Classroom Style (40) Meeting - Education	Biostatistics Division PRITCHARD, JANINE M 215-573-4045	Confirmed		57583 291094

Housekeeping

    1 Housekeeping Requested - PSOM

MTP Equipment

    1 Plug and Play AV Package C
    1 Keyboard w Mouse - 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 11:15 AM to 11:45 AM

    1 MTP Tech - Runner

MTP Tech - Takedown from 2:15 PM to 2:45 PM

    1 MTP Tech - Runner

Caterer Information

    1 Provide Caterer Name
        Staff member will pick up the food and bring to the meeting.

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
1/14/2020	8:15 AM	8:30 AM	11:00 AM	11:15 AM	MARK FOUNDATION CENTER CONFERENCE	Boardroom Style (15)	Radiation Oncology	Confirmed	RS	52663
						Meeting - Research	XU, YUANMING 8475630350			270653

MTP Equipment

  1 BRB Lab Floor Default AV
  1 Computer Fixed in Space - PC
  1 LCD Projector - Fixed in Space

MTP Tech - Setup from 8:15 AM to 8:30 AM

  1 MTP Tech - Runner

MTP Tech - Takedown from 11:00 AM to 11:15 AM

  1 MTP Tech - Runner

Caterer Information

  *   **1 Food will be served**

       Food will be served but not catered.
       Attendee will receive food in lobby.

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	12:30 PM	12:30 PM	1:45 PM	1:45 PM	Speck Lab	Boardroom Style (10)	Cell and Development Biology	Confirmed by LS	VLB	60362
						Meeting - Research	BALDWIN, VENETIA L 215-746-2815			301500
1/14/2020	1:45 PM	2:00 PM	4:00 PM	4:15 PM	BGS ADMISSIONS	Boardroom Style (15)	Biomedical Graduate Studies	Confirmed	CW	57270
						Meeting - Education	JACKSON, JUDY A 215-898-2793			290330

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 0701+

Biomedical Research Building

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	9:15 AM	9:30 AM	10:30 AM	10:45 AM	BLAIR LAB MEETING	Boardroom Style (10) Meeting - Research	Pharmacology MESAROS, A.CLEMENTINA 215-573-9878	Confirmed	EO	57928 291993

MTP Equipment

    1 BRB Lab Floor Default AV
    1 Computer Fixed in Space - PC
    1 LCD Projector - Fixed in Space

MTP Tech - Setup from 9:15 AM to 9:30 AM

    1 MTP Tech - Runner

MTP Tech - Takedown from 10:30 AM to 10:45 AM

    1 MTP Tech - Runner

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	12:15 PM	12:30 PM	1:45 PM	2:00 PM	IFI COLLOQUIUM SPEAKER STUDENT LUNCH	Boardroom Style (20) Seminar - Education	- PENN Immunology Institute MARKS, JEANNE M 215-898-0481	Confirmed	CW	58479 293403

Event Description

    IFI COLLOQUIUM SPEAKER STUDENT LUNCH

Caterer Information

    1 Provide Caterer Name
       PHILADELPHIA CATERING
    1 Provide Caterer Arrival Time
       12:30 PM

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	2:45 PM	3:00 PM	4:30 PM	4:45 PM	ONES AWARD MEETING	Boardroom Style (6) Meeting - Administrative	Center of Excellence in Environmental Toxicology Williams, Elizabeth Anne 215-746-3030	Confirmed	RS	58702 294218

MTP Equipment

    1 Computer Fixed in Space - PC
    1 Remote Slide Advancer - Fixed in Space
    1 Internet Access Needed
    1 LCD Projector - 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

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
1/14/2020	9:45 AM	10:00 AM	11:00 AM	11:15 AM	DR. LEUNG LAB MEETING	Boardroom Style (17) Meeting - Administrative	Dermatology Scheuring, Sarah 215-573-3387	Confirmed	RS	50172 256625
1/14/2020	11:45 AM	12:00 PM	1:00 PM	1:15 PM	UPENN/CHOP JOINT LAB MEETING	Boardroom Style (10) Meeting - Research	Cell and Development Biology HARRINGTON, MEGAN K 215-898-2800	Confirmed	RS	45946 237236

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 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

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	1:15 PM	1:30 PM	3:00 PM	3:15 PM	ASSOIAN LAB MEETING	Boardroom Style (12) Meeting - Research	Pharmacology Business Office RUCKER, ROSALYN C 215-898-8417	Confirmed	FRS	45952 237301

BRB 1001+

Biomedical Research Building

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	9:15 AM	9:30 AM	11:00 AM	11:00 AM	DERM SEYKORA LAB MEETING	Boardroom Style (12)	Dermatology	Confirmed by LS	KS	68
						Meeting - Research	RULINSKI, ANNE			197560
1/14/2020	11:30 AM	12:00 PM	1:00 PM	1:15 PM	DERM JOURNAL CLUB (12:00 PM-1:00 PM)	Boardroom Style (30)	Dermatology	Confirmed by LS	EO	69
						Meeting - Research	RULINSKI, ANNE			198598

Event Description

SSA: Please fold tables and place in the back of the room. Set room in theater style layout for capacity (30 people). At 1:00PM sharp, please reset room into deafult (board room) layout.
SSA: Layout attached.

SSA/BSA - Setup from 11:30 AM to 12:00 PM

1 *SSA-BSA Request
1 *SSA-BSA Request

SSA/BSA - Takedown from 1:00 PM to 1:15 PM

1 *SSA-BSA Request
1 *SSA-BSA Request

1/14/2020	1:15 PM	1:15 PM	3:30 PM	3:45 PM	DERM PAYNE LAB MTG. (1:15 PM-3:30 PM)	Boardroom Style (10)	Dermatology	Confirmed by LS	EO	70
						Meeting - Research	RULINSKI, ANNE			188335

Event Description

*   Setup to take place during takedown of prior event.

MTP Equipment

1 Computer Fixed in Space - PC
1 LCD Projector - Fixed in Space

MTP Tech - Setup from 1:00 PM to 1:15 PM

1 MTP Tech - Runner

MTP Tech - Takedown from 3:30 PM to 3:45 PM

1 MTP Tech - Runner

1/14/2020	3:45 PM	4:00 PM	5:00 PM	5:15 PM	DERM STUDENT JOURNAL CLUB (4PM-5PM)	Boardroom Style (20)	Dermatology	Confirmed by LS	EO	1140
						Meeting - Research	RULINSKI, ANNE			197482

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
1/14/2020	12:00 PM	12:30 PM	1:30 PM	2:00 PM	PSOM BROWN BAGS	Clusters Style (24) Training/Workshop - Administr	Organizational Effectiveness Platt, Patrizia Salani 215-573-0693	Confirmed	RS	49454 271761

Event Description

SSA: Set room to clusters layout for 24 and set (1) easel with flip sign in front of room.

Event Equipment

1 Easel
1 Flip Chart

MTP Equipment

1 Plug and Play AV Package E
1 Computer Fixed in Space - PC
1 Flat Screen - Fixed in Space
1 Remote Slide Advancer - Fixed in Space
1 Wireless Keyboard with Mouse - Fixed in Space

MTP Tech - Setup from 12:00 PM to 12:30 PM

1 MTP Tech - Runner

MTP Tech - Takedown from 1:30 PM to 2:00 PM

1 MTP Tech - Runner

Caterer Information

1 Food will be served
Students will bring food.

SSA/BSA - Setup from 12:00 PM to 12:30 PM

1 *SSA-BSA Request
1 *SSA-BSA Request

SSA/BSA - Takedown from 1:30 PM to 2:00 PM

1 *SSA-BSA Request
1 *SSA-BSA Request

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
1/14/2020	8:00 AM	8:30 AM	4:45 PM	5:00 PM	PEACH LAB FIELDWORKER TRAINING	Boardroom Style (20)	Division of Health Policy	Confirmed	CW	59624
						Training/Workshop - Research	Daskilewicz, Kristen A. 215-746-6389			297874

Event Description

SSA: Please place on table cloth on boardroom table.

Event Equipment

1 Tablecloth

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 8:15 AM to 8:30 AM

1 MTP Tech - Runner

MTP Tech - Takedown from 4:45 PM to 5:00 PM

1 MTP Tech - Runner

Caterer Information

1 Provide Caterer Arrival Time
11:15-11:45
1 Provide Caterer Name
Day by Day Catering
1 Food will be served

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

1 *SSA-BSA Request

JMB M100*   **John Morgan Building**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	3:45 PM	4:00 PM	5:00 PM	5:30 PM	PHRM-PHRM 495-401 HIGH THROUGHPUT DISCOVERY	Boardroom Style (10)	Biomedical Graduate Studies	Confirmed Academic	EO	56304
						Class - Lecture	Dunn, Colleen M 215-898-2792			284702

Event Description

Course Instructor: Jeffrey Field

MTP Equipment

1   LCD Projector - Fixed in Space

MTP Tech - Setup from 3:45 PM to 4:00 PM

1   MTP Tech - Runner

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

1   MTP Tech - Runner - OT - Request

Security - Event Start from 3:45 PM to 4:00 PM

1   Security Needed - No Charge - PSOM

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
1/14/2020	11:00 AM	11:30 AM	1:00 PM	1:30 PM	MEDICAL FACULTY SENATE SC	Boardroom Style (15)	Faculty Affairs and Professional Development	Confirmed	FRS	9487
						Meeting - Administrative	SHALA, KAREN 215-746-7828			173931

MTP Equipment

    1 Computer Fixed in Space - PC
    1 Flat Screen - Fixed in Space

MTP Tech - Setup from 11:00 AM to 11:30 AM

    1 MTP Tech - Runner

MTP Tech - Takedown from 1:00 PM to 1:30 PM

    1 MTP Tech - Runner

Caterer Information

    1 Provide Caterer Arrival Time
       11:00AM
    1 Food will be served
    1 Provide Caterer Name
       Day by Day

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	4:30 PM	5:00 PM	7:00 PM	7:30 PM	AC ADVISORY COMMITTEE FY20	Boardroom Style (15)	Faculty Affairs and Professional Development	Confirmed	RS	52796
						Meeting - Administrative	SHALA, KAREN 215-746-7828			271083

MTP Equipment

    1 Computer Fixed in Space - PC
    1 Flat Screen - Fixed in Space
    1 Telephone Conference Unit - Fixed in Space

MTP Tech - Setup from 4:30 PM to 5:00 PM

    1 MTP Tech
    1 Media Services Fee - Setup

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

    1 MTP Tech - OT - Request

RICH C610+   **Richards Building**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	9:00 AM	9:00 AM	12:30 PM	12:30 PM	PICSL - 601	Boardroom Style (20) Meeting - Research	Radiology MCCANDLESS, MICHELLE NATELLI 215-746-7073	Confirmed by LS	MNH **VIP**	60031 299505
1/14/2020	1:45 PM	2:00 PM	3:00 PM	3:15 PM	CNB WEEKLY MEETING	Boardroom Style (8) Meeting - Research	Neuropsychiatry PORT, ALLISON MEREDITH 215-662-6895	Confirmed	CW	59992 299362

MTP Equipment

   1 Internet Access Needed
   1 Computer Fixed in Space - PC
   1 Keyboard w Mouse - Fixed in Space
   1 Keyboard w Mouse - Fixed in Space
   1 Internet Access Needed

MTP Tech - Setup from 1:45 PM to 2:00 PM

   1 MTP Tech - Runner

MTP Tech - Takedown from 3:00 PM to 3:15 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
1/14/2020	10:45 AM	11:00 AM	12:00 PM	12:15 PM	DARREN JOHNSON	Boardroom Style (5)	Security UPHS	Confirmed	CW	60062
						Meeting - Administrative	Carey, Alison 215-898-0196			300016
1/14/2020	1:45 PM	2:00 PM	3:00 PM	3:15 PM	PAIR WIP	Boardroom Style (25)	Palliative and Advanced Illness Research Center	Confirmed	CW	55614
						Meeting - Research	KAPLAN, MELISSA H. 215-898-0861			280390

MTP Equipment

- 1 Plug and Play AV Package D
- 1 Keyboard w Mouse - Fixed in Space
- 1 Remote Slide Advancer - Fixed in Space
- 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 3:00 PM to 3:15 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
1/14/2020	10:15 AM	10:30 AM	12:00 PM	12:15 PM	CAROT CVC MEETING	Boardroom Style (14) Meeting - Administrative	Ophthalmology KINCAID, TIFFANY N 215-573-6504	Confirmed	EO	58724 294297
1/14/2020	1:45 PM	2:00 PM	4:00 PM	4:15 PM	IMUN-607-001 GRANT WRITING AND REVIEW	Boardroom Style (12) Class - Lecture	Biomedical Graduate Studies Dunn, Colleen M 215-898-2792	Confirmed	EO	56302 284670

Event Description

Course Instructor: Ivan Maillard

MTP Equipment

1 Flat Screen - Fixed in Space
1 Computer Fixed in Space - PC

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

STM 417*   **Stemmler Hall**

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	11:30 AM	12:00 PM	1:00 PM	1:30 PM	KEATING LAB RESEARCH MEETING	Boardroom Style (12)	Surgery Administration	Confirmed	RS	45783
						Meeting - Research	NAIR, NIKHIL 9142630812			236667

Event Description

SSA: Extend partition and set room to boardroom layout.

Event Equipment

1 STM Partition - Extend

MTP Equipment

1 Computer Fixed in Space - PC
1 Flat Screen - Fixed in Space
1 Keyboard w Mouse - Fixed in Space
1 Wireless Keyboard with Mouse - Fixed in Space

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

SSA/BSA - Setup from 11:30 AM to 12:00 PM

1 *SSA-BSA Request
1 *SSA-BSA Request

SSA/BSA - Takedown from 1:00 PM to 1:30 PM

1 *SSA-BSA Request
1 *SSA-BSA Request

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	- 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.		

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 01-102

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
1/14/2020	8:45 AM	9:00 AM	12:00 PM	12:15 PM	VINGROUP-PENN ALLIANCE MEETING	Boardroom Style (10)	Global Health Programs	Confirmed	EO	50560
						Meeting - Administrative	SMITH, BRITTANY 215-746-2940			259348

MTP Equipment

  1 Computer Fixed in Space - PC
  1 Flat Screen - Fixed in Space
  1 Microphone - Wired
     We have a zoom call with a Vietnam.

MTP Tech - Setup from 8:45 AM to 9:00 AM

  1 MTP Tech
  1 Media Services Fee - Setup

MTP Tech - Takedown from 12:00 PM to 12:15 PM

  1 MTP Tech
  1 Media Services Fee - Breakdown

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	2:45 PM	3:00 PM	4:00 PM	4:15 PM	PGG CANDIDACY EXAM WORKSHOP	Boardroom Style (10)	Biomedical Graduate Studies	Confirmed	CW	57771
						Meeting - Education	SQUIRE, SARAH (215) 8981790			291594

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 4:00 PM to 4:15 PM

  1 MTP Tech - Runner

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
1/14/2020	8:00 AM	8:30 AM	4:30 PM	5:00 PM	VENTRICULAR ASSIST DEVICE (VAD) EDUCATION FOR NURSES	Boardroom Style (20)	Med Cardiology Heart Failure	Confirmed	EO	56480
						Training/Workshop - Clinical	Hamburger, Mary 2156157964			286315

MTP Equipment

1 Plug and Play AV Package A
1 Internet Access Needed
1 Computer Fixed in Space - PC
1 Flat Screen - Fixed in Space

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

1 MTP Tech - Runner

MTP Tech - Takedown from 4:30 PM to 5:00 PM

1 MTP Tech - Runner

SCTR 08-146AB*   **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
1/14/2020	8:30 AM	9:00 AM	10:00 AM	10:30 AM	PRACTICE MANAGERS MEETING	U-Shaped Style (30)	Department of Medicine	Confirmed	EO	49984
						Meeting - Administrative	MITCHELL, TONJA D 215-662-2406			255398

Event Description

SSA: Please reset room to U-shaped layout.

Housekeeping

1 Housekeeping Requested - HUP

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 8:30 AM to 9:00 AM

1 MTP Tech - Runner

MTP Tech - Takedown from 10:00 AM to 10:30 AM

1 MTP Tech - Runner

Caterer Information

1 Provide Caterer Name
    Philadelphia Catering Co.
1 Food will be served
1 Provide Caterer Arrival Time
    8:30 a.m.

SSA/BSA - Setup from 8:30 AM to 9:00 AM

1 *SSA-BSA Request
1 *SSA-BSA Request

SSA/BSA - Takedown from 10:00 AM to 10:30 AM

1 *SSA-BSA Request
1 *SSA-BSA Request

SCTR 08-146AB* **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
1/14/2020	12:30 PM	1:00 PM	2:00 PM	2:30 PM	CHPS PENNCHART	Classroom Style (8) Meeting - Research	Office of Clinical Research MIKHAIL, NEVINE R 215-662-4484	Confirmed	EO	59279 296291

MTP Equipment

   1 Plug and Play AV Package E
   1 Internet Access Needed
   1 Computer Fixed in Space - PC
   1 Flat Screen - 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

Date	Res Start	Evt Start	Evt End	Res End	Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
1/14/2020	2:30 PM	3:00 PM	4:30 PM	5:00 PM	SMILOW CLASSROOM TECHNOLOGY DISCUSSION	Classroom Style (4) Meeting - Administrative	TRC/SPO ALBASI, ELIZABETH A. (215) 7468526	Confirmed	EO	60135 300435
1/14/2020	5:00 PM	5:30 PM	6:30 PM	7:00 PM	BGSA MONTHLY MEETINGS	Classroom Style (40) Meeting - Administrative	Biomedical Graduate Studies Dunn, Colleen M 215-898-2792	Confirmed	RS	58868 294784

Housekeeping

   1 Housekeeping Requested - HUP

Caterer Information

   1 Provide Caterer Name
     Han Dynasty
   1 Provide Caterer Arrival Time
     5:15 pm
   1 Food will be served

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
1/14/2020	11:30 AM	12:00 PM	2:00 PM	2:30 PM	GCB THESIS COMMITTEE MEETING - CHRIS ADAMS	Classroom Style (5)	Biomedical Graduate Studies	Confirmed	EO	56866
						Meeting - Education	KIRSCH, MAUREEN M 215-746-2807			289022

MTP Equipment

    1 Plug and Play AV Package A
    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 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

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
1/14/2020	11:30 AM	12:00 PM	1:00 PM	1:30 PM	CVI TRIPS SERIES	Classroom Style (50) Seminar - Research	Cardiovascular Medicine SCHUSTER, EMILY A 215-746-4635	Confirmed	EO	50315 288454

Event Description

Classroom seating for 36 - perimeter seating for 14

Housekeeping

1 Housekeeping Requested - HUP

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 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

Caterer Information

1 Provide Caterer Name
   Philadelphia Catering Co.
1 Provide Caterer Arrival Time
   11:30am
1 Food will be served

SSA/BSA - Setup from 11:30 AM to 12:00 PM

1 *SSA-BSA Request

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
1/14/2020	2:30 PM	3:00 PM	5:00 PM	5:30 PM	DOM FOCUS GROUPS	Boardroom Style (30)	Medicine Affiliates Administration	Confirmed	EO	59022
						Meeting - Education	Mccabe, Jonathan F (215) 8983280			295186

Event Description

> SSA: Please reset room to boardroom layout.
> This meeting might start late

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 2:30 PM to 3:00 PM

> 1 MTP Tech - Runner

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

> 1 MTP Tech - Runner - OT - Request

SSA/BSA - Setup from 2:30 PM to 3:00 PM

> 1 *SSA-BSA Request
> 1 *SSA-BSA Request

SSA/BSA - Takedown from 5:00 PM to 5:30 PM

> 1 *SSA-BSA Request OT
> 1 *SSA-BSA Request OT