

UCSF Office of the Dean
513 Parnassus Avenue, S-224
476-2342

**SCHOOL OF MEDICINE
OFFICE OF THE DEAN
CONFERENCE ROOM S-226**

The Dean's Office conference room is available to the UCSF community for meetings.

Priority use of the conference room is given to the Dean, Vice Deans and the Dean's Management Unit. On occasion, meetings may be bumped on short notice to accommodate urgent needs of the Dean or other members of the School's leadership. In the rare cases when this happens, you will be responsible for finding another location for your meeting.

If you have reserved our conference room and your plans change, please notify the Dean's Office at 476-2342 right away, so that another group can book it. Individuals or groups who repeatedly do not show up for reserved times will not be allowed to make future reservations.

Dean's Office staff are not available to provide catering, administrative or technical support for non-Dean's Office meetings or events.

Please help us to maintain the condition of this "no cost" conference space by treating it respectfully.

Capacity

Room S-226 can accommodate 12 people around the table. Eight folding chairs are available for additional seating in the room.

Reservation Time

When reserving the room, be sure to include in your scheduling request sufficient time before and after your meeting for set up and break down of refreshments, telephones, computers, chairs, or A/V equipment. Be sure to vacate the room at the appointed time. If your meeting is running over time, please be sure to check with the receptionist in S-224 to see if you can reserve additional time. If there is another meeting scheduled, you will need to vacate the room at the end of your reserved time, regardless of whether your meeting is finished.

Refreshments/Catering

No kitchen facilities are available. If refreshments are to be served, a representative from your department must be designated to set up and clean the room or instruct the caterer on setup and clean up. If disposable containers are being used, the caterer will not return to retrieve them, so either someone attending the meeting or a person from your department must be designated to clean up the room. Beverages containing permanent dyes (e.g., red wine, grape juice) as well as foods with strong odors should be avoided. Please notify the Dean's office if spills or other damage occur. If professional cleaning is required, your department will be charged.

Trash

If the room is messy or dirty when you enter, contact the receptionist in S-224 so that you will not be held responsible for clean-up. If you generate excessive trash, call Custodial Services at 476-2021 to arrange a special pick-up. This will entail submitting a work request so it should be done in advance. Do not leave trash or food in the conference room overnight or over the weekend – if you are using the conference room after-hours, your group is responsible for disposing/recycling of the trash.

Access

Conference room doors are locked from 5 p.m. to 8 a.m. Monday through Friday and 24 hours over the weekends.

If you are using a conference room during any of these times, you must arrange to pick up and sign out an access card the day before, and return it the following working day. Please contact the receptionist in S-224 at 476-2342. If you lose an access card, your department will be charged for its replacement.

Please ensure that the door leading into the hallway is locked when exiting the room.

Equipment

The conference room is equipped with the following:

1. Whiteboard: Please bring your own eraser and dry-erase markers. We do not keep stock of these for the conference room.
2. Retractable screen: Please request assistance to set this up.
3. A conference telephone: Please reserve the conference telephone when you reserve the room. In addition, please remind us shortly before your meeting starts so that we can set it up for you. The telephone number for incoming conference calls is: 415-514-1452.
4. Projector: This connects to a laptop with a cable. Please request assistance to connect.

The following equipment is NOT available:

Presentation laptop computer, CD/DVD player, television, non-electronic projectors. Contact Classroom Support at 476-4310 to rent A/V equipment, with explicit instructions regarding delivery and pick up.

Photocopiers: Please be sure to bring sufficient copies of meeting materials. Please do not request copies from office staff.

Presentations

There is no on-site technical support for presentations.

If you intend to make a presentation using a laptop, projector, and/or DVD/CDs, please arrange to test in advance to ensure that the laptop has the necessary applications to operate and recognize DVD/CDs and that the laptop-projector connection is functional.

There is wireless access to the internet from S-226, provided that you have the necessary wireless card and an established GALEN account. Go to: <http://www.library.ucsf.edu/info/lia/> for more information regarding Laptop Internet Access Service. See below for additional information regarding IP addresses.

IP address – for S-226 is: 128.218.87.139. You are strongly advised to configure your laptop in advance of your meeting and to obtain administrator rights for computer access. This will enable you to change the network settings on your laptop if necessary.

Network settings are posted in the conference room and need to be entered into the TCP/IP properties of the laptop in order to connect to the campus' wired network.

Should you require assistance, please consult your departmental IT technical support in advance, as there is no on-site technical support. Dean's Office staff are not able to provide technical or other support for non-Dean's Office meetings.

Thank you for your cooperation in making this conference room available to as many School of Medicine individuals as possible.