Guide to Booking Larner Spaces

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How to Book a Room

Please note, **all enrolled medical students** can request any medical education center room (Med Ed) themselves (managed by the Office of Medical Education). However, other non-Med Ed rooms must be requested via the host-department's process (see step 2.d. for additional information and instructions).

1. For requesting to book Med Ed Rooms, start in **your own calendar**:
   Open a new appointment, put the event title in the subject line (please put "M1/M2/M3/M4 EVENT –" before the title IF the event is for a specific class), set the time and date.
   NOTE: You only have permission to use your calendar; Outlook will not let you touch the resource's calendar)
2. **"Invite Attendees":** Invite the room (this is a "Resource" option in the address book drop down menu) - MED ED ROOMS ONLY! And feel free to invite anyone else you want to invite to the event (i.e., other group members, a faculty advisor, your best bud…)
   a. Verify the room is available during the time you requested by either opening and viewing the room's calendar or using the Scheduling Assistant tool (helpful screenshots for how to use the scheduling assistant are posted below).
   b. You can also invite any additional attendees (co-chairs, faculty advisors, etc.) using the "Global Address Book"; this is great because, should your location or event details change, you can update it and re-send it out to update across everyone's Outlook Calendars.
   c. ***Med Ed 302 / 303 has a room divider**. **Medical Students / Clerkship / Course Coordinators** who need this wall OPENED, will need to put that request in the body of the invitation (see #3 below).
      - **Departments / requestors who need the room opened for non-medical student curriculum must submit a request for the wall to be opened through Planon.** Please note the Office of Medical Education (OME) may not be available to assist with this if not properly requested through Planon. Please give Planon 14 days' notice.

d. Is this something you would like other students to know about? If yes, then you NEED to invite the "COM Student Activities Calendar" (also under "Resource") and submit a posting to the WeeklyWire

e. Booking other spaces (**non-Med Ed rooms**):
  - **Booking Zonez Pods:** See below on instructions for booking the "Zonez Privacy Suites"
  - **Booking other Non-Med Ed Center Rooms:** To book other non-Med Ed rooms (HSRF, Given Courtyard, etc.), **email the details listed in step 3** to Medical Student Services, and your Medical Student Services Team can request the space on your behalf.

3. ALL room requests require the following information in the "Notes / "Details" section of the calendar invitation. **Missing information will result in the request being denied**.

Event Title:
Date & Time of the Event:
Details about the event:
Estimated Number of Attendees:
Sponsoring Organization:
Event Primary Contact: [Name, Email Address]
****Request for room divider opened if needed (MedEd 302/303 only).***

Note: Department / Requests for non-medical student education purposes must complete a Planon request as soon as possible for the wall to be opened. Failure to submit a request may result in the divider remaining closed.

Please do not plan for your event until the room "accepts" (confirms) your request; you may receive an automatic "tentative" calendar response immediately; however, you will want to receive "Accept" to confirm the rom. You can email specific room stewards should you wish to follow-up with someone on any pending (still "Tentative") request.

Booking the "Zonez Privacy Suites"

- To help meet our community's increased need for small/private meeting room space, three Zonez Privacy Suites (aka, pods) have been installed on level 1 of the Given Courtyard - a brief summary of each pod:
- Courtyard Pod #1 – 4'x4' (Occupancy: 1 person)
- Courtyard Pod #2 – 4'x8' (Occupancy: 2 people)
- Courtyard Pod #3 – 6'x6' (Occupancy: 3 people)

Zonez Reservations:

- To ensure pod availability, reservations are highly encouraged – each unit can be reserved up to six-months in advance for up to two-hours
- To reserve a pod, complete a short reservation request at this site or scan the QR code located on the pod
- Once successfully reserved, a confirmation email will be sent to the requestor
- Each pod is equipped with our standard room reservation screens to display confirmed reservations – these screens will display the name, date, start/end time confirmed reservation details

If you have any questions, please never hesitate to contact Larner Medical Student Services.

- Confirmed reservations can also be viewed via the LCOM's Microsoft Office Calendar system by searching each suites room name: Courtyard Pod #1 – 4'x4', Courtyard Pod #2 – 4'x8', Courtyard Pod #3 – 6'x6'

Zonez General Use Considerations:

- Wi-Fi connection to HSID or UVM is required to access network or internet resources
- Scheduling - reservation durations cannot exceed two-hours; reservations can be made up to six months in advance; recurring meetings are not supported at this time
- The pods are not secured (i.e., doors do not lock) - do not leave personal belongings unattended
- Please clean up after use – a small storage bin with approved cleaning material is placed in each unit
- Despite the vendor's 'Zonez Privacy Suites' designation, the pods should not be considered fully private, confidential spaces. The pods are designed to "gently minimize both exterior and interior sounds," and the pod walls and doors are made of glass to maximize natural lighting

Please notify the Dean's Office at 656-2156 with any facility related issues

WeeklyWire

If you wish to advertise your event in the WeeklyWire, please submit the posting to via the WeeklyWire Submission Form.

Your room request ***will be declined for ANY of the following reasons****:*

- The room is already booked during the time you requested.
- You failed to include ANY piece of the required information in your notes (see Step #3 above)
- You requested study space; we do not reserve rooms for study space, in advance; PHP project and tutoring time are the only exceptions to this rule and can be booked via the Curriculum Services Team and/or your Medical Student Services Team, respectively.
    - **MedEd ROOMS (only) CAN BE RESERVED SAME-DAY FOR STUDY SPACE:** While students cannot reserve Med Ed rooms for studying in advance, students can request "same day" room reservations in available MedEd rooms. For example, if a student arrives on campus and sees a MedEd Center room is open with a block of unreserved time posted on the door placard, the student can put in a same-day room request via Outlook. Once accepted by the Admin team, this would update the room info screen and ensure that the room is booked for you without interruption (unless unexpected curriculum circumstances).
- In rare instances, your request might be declined because the event conflicts with a high-priority LCOM-hosted event (i.e., Specialty Panel Series, high caliber guest speaker, etc.); please check the COM Activities Calendar (comstudent.activities.calendar@med.uvm.edu; also listed in the Global Address Book) for conflicts. Checking the activity calendar for conflicts is also in your best interest because you will want to avoid conflicting/competing events to boost your own attendance. We also recommend verifying curriculum does not conflict; you can do this by contacting members of the class to review or contacting the Curriculum Services Team.

For weekend on-campus meetings:

- There must be a UVM faculty sponsor present – put their name in request and invite them to the event.
- Do you plan to serve food? If yes, this must be done via Sodexo catering services (UVM Dining), or one of UVM's preferred caterers; you must adhere to all UVM Catering Guidelines.

If you have any questions, please never hesitate to contact Larner Medical Student Services.

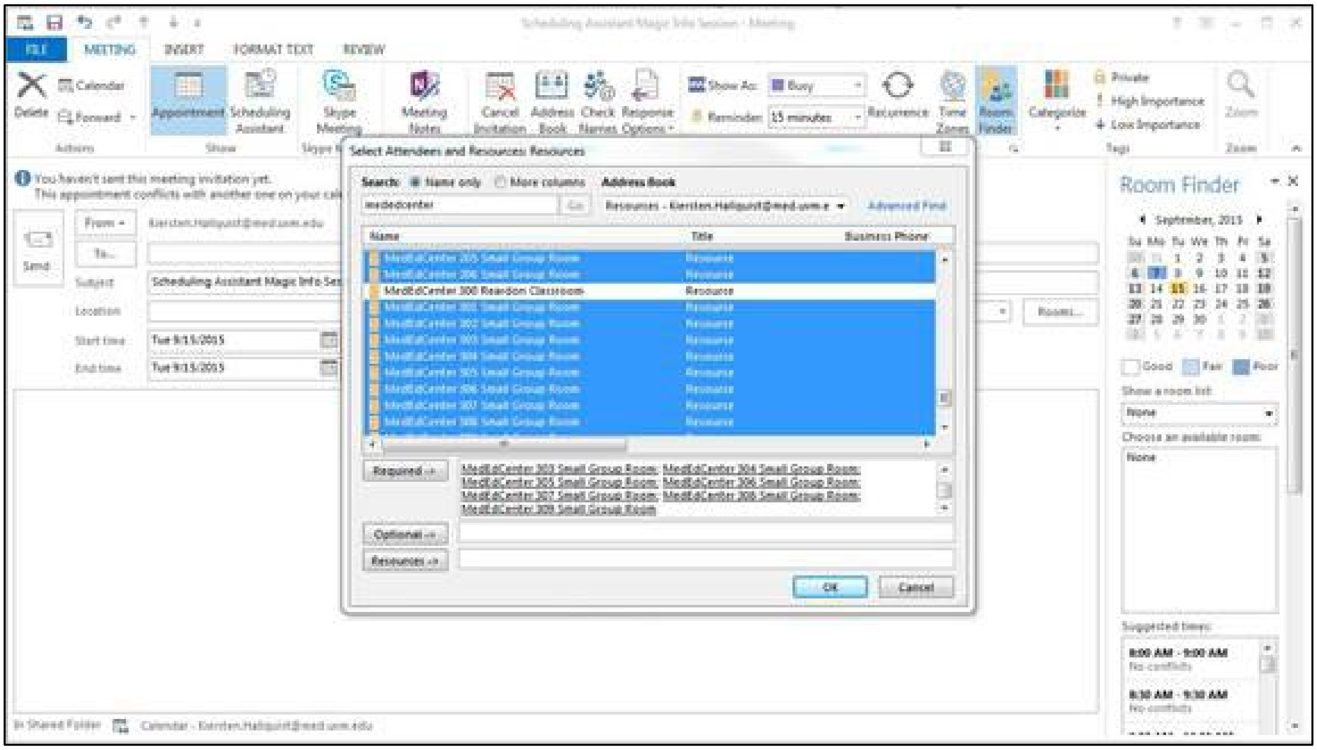
- Remember, Med Ed rooms are locked so you need to bring your ID and open the doors for anyone who does not normally have access (you might want to post a sign on the door with a primary contact number – **do NOT prop doors open**).

Important Notes

- Please clean up after your events and return the room to how you found it.
- All curriculum-related activities receive priority over ANY other bookings; we apologize for any inconvenience.
- We can only book rooms as far out as the curriculum team allows (“room release date”).
- Please review the “COM Student Activities Calendar” before booking your event; you will want to avoid conflicting events to boost attendance, if at all possible.
-

Some helpful screenshots on how to take advantage of the Scheduling Assistant tool:

Make the appointment on your own calendar on the day and time you need a room, and then invite all of the rooms to the meeting without hitting send, like so:



Select Attendees and Resources: Resources

Search: ● Name only ○ More columns

Address Book: Resources - Kiersten.Hallquist@med.uvm.e

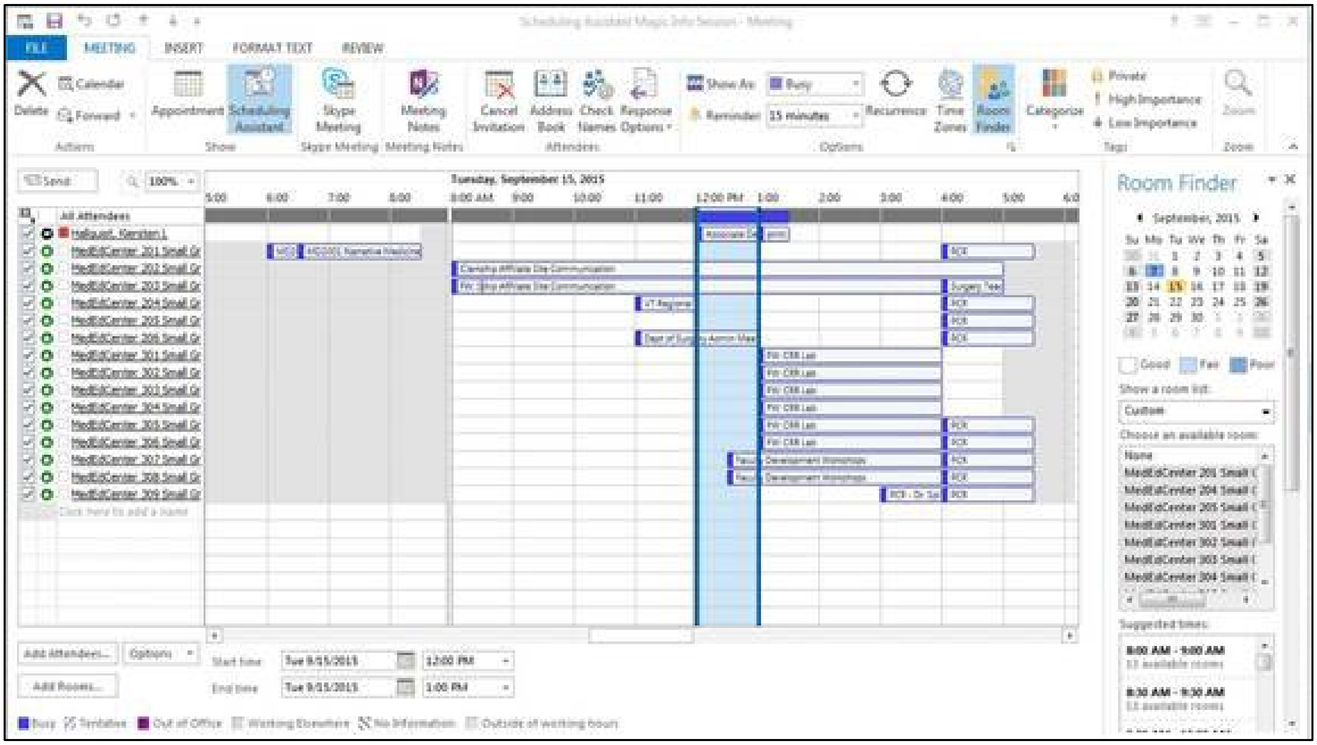
Name	Title
MedEdCenter 205 Small Group Room	Resource
MedEdCenter 206 Small Group Room	Resource
MedEdCenter 300 Reardon Classroom	Resource
MedEdCenter 301 Small Group Room	Resource
MedEdCenter 302 Small Group Room	Resource
MedEdCenter 303 Small Group Room	Resource
MedEdCenter 304 Small Group Room	Resource
MedEdCenter 305 Small Group Room	Resource
MedEdCenter 306 Small Group Room	Resource
MedEdCenter 307 Small Group Room	Resource
MedEdCenter 308 Small Group Room	Resource

Required -> MedEdCenter 303 Small Group Room; MedEdCenter 304 Small Group Room; MedEdCenter 305 Small Group Room; MedEdCenter 306 Small Group Room; MedEdCenter 307 Small Group Room; MedEdCenter 308 Small Group Room; MedEdCenter 309 Small Group Room

FILE
MEETING
INSERT
FORMAT TEXT
REVIEW
Delete
Appointment
Scheduling Assistant
Skype Meeting
Meeting Notes
Cancel Invitation
Address Book
Check Names
Response Options
Show As: Busy
Reminder: 15 minutes
Recurrence
Time Zones
Room Finder
Categorize
Private
High Importance
Low Importance
Zoom
Room Finder
September, 2015
Send
OK
Cancel

And then click “Scheduling Assistant”:

If you have any questions, please never hesitate to contact Larner Medical Student Services.


Scheduling Assistant Magic Info Session - Meeting
FILE
MEETING
INSERT
FORMAT TEXT
REVIEW
Delete
Calendar
Forward
Appointment
Scheduling Assistant
Skype Meeting
Meeting Notes
Cancel Invitation
Address Book
Check Names
Response Options
Recurrence
Time Zones
Room Finder
Categorize
Private
High Importance
Low Importance
Zoom
Send
Add Attendees...
Options
Add Rooms...
Room Finder
Good
Fair
Poor
Click here to add a name

Show As: Busy
Reminder: 15 minutes

Tuesday, September 15, 2015

All Attendees
Hallquist, Kersten L
MedEdCenter 201 Small Gr
MedEdCenter 202 Small Gr
MedEdCenter 203 Small Gr
MedEdCenter 204 Small Gr
MedEdCenter 205 Small Gr
MedEdCenter 206 Small Gr
MedEdCenter 301 Small Gr
MedEdCenter 302 Small Gr
MedEdCenter 303 Small Gr
MedEdCenter 304 Small Gr
MedEdCenter 305 Small Gr
MedEdCenter 306 Small Gr
MedEdCenter 307 Small Gr
MedEdCenter 308 Small Gr
MedEdCenter 309 Small Gr

Start time: Tue 9/15/2015 12:00 PM
End time: Tue 9/15/2015 1:00 PM

Show a room list: Custom

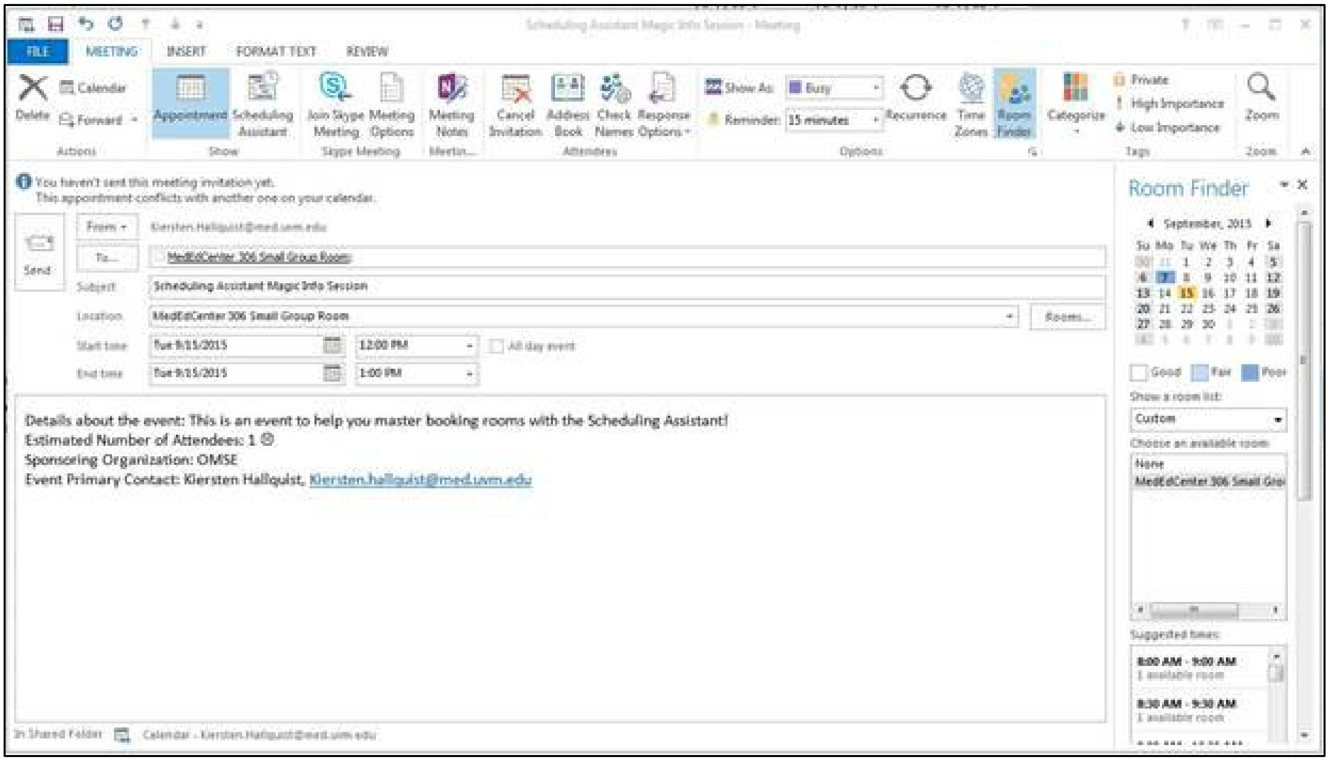
Suggested times:
8:00 AM - 9:00 AM
8:30 AM - 9:30 AM

■ Busy ▨ Tentative ■ Out of Office ▨ Working Elsewhere ▨ No Information ▨ Outside of working hours

And then, you can see Med Ed 301 – 306 all appear available during the time this person was looking to secure a room (in this case, September 15th, during the noon-hour).

Finally, remove all the rooms except the one you want, finalize your event notes and invitees, and click "Send":

If you have any questions, please never hesitate to contact Larner Medical Student Services.


Scheduling Assistant Magic Info Session - Meeting
FILE
MEETING
INSERT
FORMAT TEXT
REVIEW
Delete
Calendar
Forward
Actions
Appointment
Scheduling Assistant
Show
Join Skype Meeting
Meeting Options
Skype Meeting
Meeting Notes
Meetin...
Cancel Invitation
Address Book
Check Names
Response Options
Attendees
Show As:
Busy
Reminder:
15 minutes
Recurrence
Time Zones
Room Finder
Options
Categorize
Private
High Importance
Low Importance
Tags
Zoom
Zoom
Send
From
To...
Subject
Location
Rooms...
Start time
End time
All day event
Room Finder
September, 2015
Su Mo Tu We Th Fr Sa
Good
Fair
Poor
Show a room list:
Custom
Choose an available room:
None
MedEdCenter 306 Small Gro
Suggested times:
8:00 AM - 9:00 AM
1 available room
8:30 AM - 9:30 AM
1 available room
In Shared Folder
Calendar - Kiersten.Hallquist@med.uvm.edu

You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

From: Kiersten.Hallquist@med.uvm.edu

To: MedEdCenter 306 Small Group Room;

Subject: Scheduling Assistant Magic Info Session

Location: MedEdCenter 306 Small Group Room

Start time: Tue 9/15/2015 12:00 PM

End time: Tue 9/15/2015 1:00 PM

Details about the event: This is an event to help you master booking rooms with the Scheduling Assistant!
Estimated Number of Attendees: 1 ☺
Sponsoring Organization: OMSE
Event Primary Contact: Kiersten Hallquist, Kiersten.hallquist@med.uvm.edu

If you have any questions, please never hesitate to contact Larner Medical Student Services.