Department of Public Health
CONFERENCE ROOM RESERVATIONS
Policies and Procedures
402 East 67th Street
New York, NY 10065

Policy:
The Public Health conference rooms of the 402 East 67th Street building are available to provide a meeting place for the Chairman, faculty, and staff of the Department of Public Health to conduct departmental business and activities. Other departments or individuals in the college, hospital, or collaborating institutions may periodically request use of the conference rooms. These requests require the approval of the Department Chairman or the Department Administrator. To facilitate the approval process, they will be asked to complete a Reservation Form, which is available upon request by calling 646-962-8008.

Priority Use:
Requests from the Chairman take priority. Following this, the rooms may be used by faculty and staff for the purpose of departmental business and academic activities such as Course seminars and lectures. Requests to use the Conference Room for non-departmental or institutional business will be forwarded to the Chairman or the Department Administrator for approval.

Services:
Audio Visual Equipment:
If you require the use of AV Equipment let our staff know at the time of booking, and we also recommend that you follow-up on the coordination of the set-up and breakdown of equipment with Jean Policard x1-8007 or Alina Mirokhanov x1-8008.

Kitchen:
Kitchen facilities are available for your use including a coffee machine, refrigerator, and microwave. In addition, coffee, tea, and cups are provided for your convenience. If you wish to have food delivered, please have it brought directly to the conference room. Please make arrangements with your divisional staff to assist you with set-up and post-meeting clean up.

The Public Health conference rooms are:

Public Health 2nd Floor
Location: 2nd Floor
Capacity: 8
A/V Equipment: Audio system with bridge-line conferencing, HD flat panel monitor, Video conferencing system, Computer interface (wireless network & local drive), DVD recorder, Touch-panel control system.

Public Health Conf Ctr A
Location: Concourse 1, one level below the lobby
Capacity: 30
A/V Equipment: Audio system with bridge-line conferencing, HD Projector, HD Video conferencing, DVD player/recorder, Wireless microphone and lectern for presenter/Ceiling microphone array for audience, Computer interface (Network & Local drive), Touch-panel control system.

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Public Health Conf Ctr B  
Location: Concourse 1, one level below the lobby  
Capacity: 30  
A/V Equipment: Audio system with bridge-line conferencing, HD Projector, HD Video conferencing, DVD player/recorder, Wireless microphone and lectern for presenter/Ceiling microphone array for audience, Computer interface (Network & Local drive), Touch-panel control system.

Public Health Concourse 2  
Location: Concourse 2, two levels below the lobby  
Capacity: 10  
A/V Equipment: Telephone conferencing, HD flat panel monitor, DVD player, Computer interface (network & local drive), Touch-panel control system.

Reservation Procedure:  
To reserve the room, go on-line to check availability using the following procedure:  
- Log on to your Corporate Time calendar as you normally would, and do the following:
  - (a) Click on ‘Open an Agenda’ (or File, Agenda, Open)
  - (b) Click on the magnifying glass (to the right of your name)
  - (c) Click on the ‘Resources’ tab
  - (d) Select ‘Search by Resource’ option
  - (e) Type in the name of the conference room in ‘Resource name’ field (the name of the room you would like to reserve from the above list)
  - (f) Click on ‘Search’
  - (g) Double click on the name of the conference room (in the ‘found’ area on the bottom)
  - (h) Click OK in Resource Information
  - (i) Click OK in Directory Search
  - (j) Click OK in Open Agenda

The conference room calendar should now be open, and you will be able to see the room's availability but not add to or delete from the schedule.

If the room is available, please make a written request to your division’s designated coordinator who will email Alina Mirokhanov. If your division does not have a designated coordinator, please email Alina directly, at aym2001@med.cornell.edu indicating the dates and times the room is needed, the purpose of the meeting, your name and phone number and an alternate contact person. Also please be sure to indicate which equipment, if any, will be needed – such as telephone, laptop computer, or Audio Visual equipment.

When the request has been processed you will receive an email confirmation; please check it carefully.

During and Post Meeting:  
Please keep the doors closed during your meeting, and keep the pre- and post-meeting set-up and clean-up noise to a minimum.

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