

HUCK--AD--P005: The Use of Meeting Spaces and Audio--Video Equipment



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1.0 Overview

Conference/Meeting rooms and associated audio/video (A/V) equipment are a shared public--facing resource that are vital to our operations and to the image that we project. The Huck Institutes of the Life Sciences and the Pennsylvania State University have made significant investments in the contents of these spaces, and it is important that care be taken while using them.

2.0 Purpose

The purpose of this policy is to provide procedural and technical guidance to ensure that meetings run as smoothly as possible and that the contents of Huck meeting spaces are protected from damage. The overarching theme of this particular guide should be readily apparent once it has been completely read: **Preparation is Key!**

3.0 Scope

This policy applies to any person who utilizes conference room resources that are owned and/or managed by the Huck Institutes of the Life Sciences. Only organizations/groups that are affiliated with the Huck Institutes of the Life Sciences are permitted to reserve and use Huck Institutes meeting spaces.

4.0 Guidance

4.1 Procedure

It is the responsibility of the end user(s) who are holding an event to ensure that they have made the necessary prior arrangements to make their event a success:

- A list of rooms provided by the Huck Institutes of the Life Sciences is available at: <https://home.huck.psu.edu/rooms/rooms/index.php>
- Schedule the conference room at least five business days in advance, and preferably earlier, using the Huck Institutes of the Life Sciences room scheduling system available online at: <https://home.huck.psu.edu/rooms/>
Please make sure that you have read all information presented as part of the reservation process. Some spaces require the submission of a supplied Memorandum of Understanding (MOU) and approval of that document before they can be formally reserved.

Space reservations may be cancelled by visiting the "My Events" section of the room reservation system and clicking the "cancel" link.

Further assistance for space reservations is provided by submitting a ticket in the Collaboration & Conferencing section of the Huck Service Desk located at <https://intranet.huck.psu.edu/suppport/?page=ccs>.

If you are not familiar with the operations of the meeting spaces, you should submit a request for training to Collaboration and Conferencing Services (CCS) via the Huck Service Desk at <https://home.huck.psu.edu/support>. Please submit your request at least five business days in advance and preferably earlier.

4.2 Technology

It is the responsibility of the organizers who are holding an event to ensure that the presenters understand the technical operations of the meeting space that they have reserved and specifically, the equipment that they will be using. **There is no dedicated staff member to troubleshoot problems or work the equipment during an event.**

Additionally, it is not possible for technical staff to preemptively check the complete operations of every space and its equipment before every event. Technical staff are usually available to give training to event organizers as long as the training is scheduled at least five business days in advance of the event. The meeting presenter should ensure that all equipment and connections are fully operational and understood before the start of the event.

Unfortunately, technical issues can occur at any time -- even if the meeting space equipment is fully tested immediately before the event begins. If there is a critical technical issue encountered during an event, the presenter should call for a break and call the telephone number located on one or more tabletop sign holders located in each room. Although we do our best to immediately answer any emergency calls, due to staffing limitations it is possible that you will need to leave a message. If a non-critical technical issue is identified during an event, the presenter should submit a support request to Collaboration and Conferencing Services (CCS) at <https://home.huck.psu.edu/support> after the event to report the issue so that it can be addressed.

4.3 Guidelines and Restrictions

Please remember that Huck meeting spaces are sometimes heavily scheduled, and it is imperative that they be kept in consistent operational order. No changes to the physical space or technology configurations should be made without prior approval from Huck administrative staff.

- Meeting spaces are not to be used for classes.
- Meeting spaces are not to be used as general study locations.
- There are restrictions on having food and/or drink in meeting spaces. If your event will have food and/or drink, please document this in the room request submission and ensure that approval has been granted.
- Meeting spaces adjoin other spaces and sound may carry. Please be considerate of others in the building.
- Event organizers are responsible for the setup and teardown of the conference room. Meeting spaces must be returned to their original configurations at the end of events.
- Do not disconnect any equipment, especially conference room phones. Phones are tied to specific ports in specific rooms and cannot roam. It can take a significant amount of time for a disconnected phone to re-establish connectivity to the network.
- Do not move any furniture on your own as some critical cables are routed through furniture. If you have special requirements for the arrangement of the room, please submit these as part of the room request. Please note that special requests may require extended time to fulfill if accepted.
- Projectors should be powered off and screens recessed at the end of the event.
- Event organizers are financially responsible for any damage that occurs during their event, and any violations may result in denial of future conference room requests.

5.0 Enforcement

Any employee, student or visitor who does not adhere to this policy may have space reservation privileges revoked and/or current space reservations cancelled. They may also be referred for further disciplinary action by their Administrative unit, their College, or the University.

6.0 Supporting Documents

A technology guide for each meeting space will be provided.

Visit the Huck Institutes of the Life Sciences on the web at <http://www.huck.psu.edu>.

This publication is available in alternative media on request.

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