Medical Student Guide to Booking Larner Spaces

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How to Book a Room

1. 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. **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
   d. **Booking other spaces (non-MedEd rooms):**
      - **Booking Zonez Pods:** See below on instructions for booking the “Zonez Privacy Suites”
      - **Booking other Non-MedEd Rooms:** To book other non-MedEd 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. **If you are booking a room (or emailing Medical Student Services to book a non-MedEd room for you), you MUST include the following** information in the “Notes”/“Details” section of the appointment (you can copy and paste it into your appointment from here):
   - Details about the event:
   - Estimated Number of Attendees: (most of the Med Ed Rooms have 14 chairs)
   - Sponsoring Organization:
   - Event Primary Contact: [Name, Email Address]

   *If you have any questions, please never hesitate to contact Larner Medical Student Services.*
Please do not plan for your event until the room “accepts” (confirms) your request. Email specific room stewards should you wish to follow-up/“poke” someone on the pending request.

WeeklyWire
If you wish to advertise your event in the WeeklyWire, please submit the posting to via the WeeklyWire Submission Form. Note, you must complete the form requirements to submit (i.e., 250-character min. in the “hook/summary sentence” and complete all required fields).

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; 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.
- 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 a 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.
- Remember, rooms are automatically locked on weekends 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).

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 want to avoid conflicting events to boost attendance.

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)

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

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:
And then click “Scheduling Assistant”:

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 of 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.