

Cancer Center Conference Room #6191

The Cancer Center is pleased to be able to offer the Conference Room for your meeting(s). It is important to us that the space is clean and that the audio-visual equipment is in good working order for all groups. We ask that you assist us by following the rules for use of the Cancer Center Conference Room.

1. The conference room can be reserved by calling the Cancer Center Front Desk at 243-6784.
2. Food may be consumed in the Conference Room, but food service must be set up in the alcove in the hallway opposite the Conference Room. We strongly recommend that boxed lunches be served to facilitate clean-up.
3. All parties using the Conference Room are responsible to leave the room in acceptable condition for the next users. We ask that you remove all food from the room and the alcove following your meeting. To dispose of your empty food containers, please use the trash receptacles in the hallway. Turn off all AV equipment at the end of your meeting.
4. Audio visual equipment:
 - a. The room is equipped with an LCD Projector, a PC Compatible computer with MS Windows XP Software, an ELMO overhead and base projector, a microscope with projection, screen and white board.
 - b. We strongly encourage the presenters to bring their presentation before the meeting to test the compatibility of the software and to be familiar with the equipment. If the presentation is in MAC format, please have the presenter bring his or her own MAC laptop *as well as a VGA adapter*. We can connect the MAC laptop to the projector, but the computer in the room requires the PC compatible format. The PC computer accepts zip disk, flash drive, and CD.
 - c. People using the overhead projector and microscope must be trained in their use. Please arrange this with our front desk staff to receive an orientation in use of this equipment if you have not used it before.
 - d. Staff members in the Cancer Center Administrative offices are in the process of learning to support the AV equipment. If you have problems with the equipment, we ask that you **do not remove/change any cables** and that you seek assistance from the CC Staff.
5. Two phones are available in the alcove outside the Conference Room for answering pages.
6. If you have scheduled a recurring meeting, be sure to let us know if a meeting or the meeting series is cancelled so we can make the space available to others.
7. If another group is scheduled to use the room immediately following your meeting, your use of the room must end at their scheduled time.