

Health Sciences F-348 Conference Room

- **Reservations** can be made via Outlook
 - Resource name is SPH.Conference Room F348
 - **Use Outlook to reserve the room**
 - Reserve: Use the Outlook Calendar function:
 1. Click “New Meeting”
 2. For “Subject”, note what the meeting is about
 3. Click “Rooms” and type “sph.”, and select SPH.Conference Room F348
 4. If available, you should receive an “Accepted” message via Outlook; if unavailable, you will receive a “Declined” message via Outlook.
 - To view room availability, you may [add the SPH.Conference Room F348 Outlook calendar to your list of Outlook calendars](#).
 - Available Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding University holidays
 - *Reservations are available up to one year in advance.* Recurring meetings are allowed, provided the end date does not exceed 365 days, and the series does not conflict with a holiday
- **Room Capacity and Configuration**
 - Fixed, oval conference room table, with 18 chairs around table and 12 additional chairs in the room
- **Room Equipment**
 - Public Computer with 60” Monitor; and wide angle Webcam (Installed: Skype; Zoom).
 - Monitor has optional connection with various video adapters for laptops.
 - UW Wi-Fi is available.
 - VOiP, Polycom Speakerphone installed. The phone line number is 206-685-3076.
 - Bins for mixed paper and trash.
 - Dry Eraser board with pens available.
- **Reservations** can also be made via Email
 - If you don’t use Outlook, please email sphcm348@uw.edu. Allow 24 hours for a response.
- **TERMS and Conditions of Use** has the right to cancel your reservation at any time.
 - After your event,
 - turn off monitor and sound system;
 - please push chairs back around table;
 - remove any garbage/recycling; and
 - turn off lights