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**WEST VIRGINIA  
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

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## **(2.2) Conference Room Scheduling & Usage**

### **Overview**

The West Virginia Clinical & Translational Science Institute recognizes the importance of having conference room space to conduct business-related meetings. The WVCTSI Administrative staff will handle all booking, reservations, and scheduling of the WVCTSI conference rooms.

### **Purpose**

The purpose of this policy is to identify the procedure by which the WVCTSI conference rooms are reserved and who has authority to schedule and reserve the space.

### **Scope**

This policy applies to all administrative and professional staff funded in part or in whole by the WVCTSI, as well as affiliated agencies.

### **Clarification**

The policy detailed here applies to anyone who needs the use of the WVCTSI conference rooms to conduct meetings at WVU HSC.

### **Definitions**

**Staff** – administrative or professional personnel whose primary appointment rests with the West Virginia Clinical and Translational Science Institute

**Agencies** – West Virginia University, West Virginia University Research Corporation, West Virginia University Healthcare doing business as WVU Medicine or University Health Associates, Charleston Area Medical Center, WV School of Osteopathic Medicine, Marshall University, Veterans Affairs, and the National Institute of Occupational Safety and Health (NIOSH).

# Policy

The WVCTSI designated administrative support staff must be notified of all WVCTSI conference room reservations and scheduling needs.

Once a day and time is identified and requested for a meeting, the WVCTSI Administrative team will reserve and schedule the meeting in the Outlook calendar shared with WVCTSI staff. The decision to cancel and/or move the meeting to accommodate another request can only be made if requested by the WVCTSI Administrative Core, including director/PI, director of strategic operations, director of research administration, and the director of investigator development or through discussion with the other meeting's organizer.

WVCTSI will also allow affiliated agencies to hold meetings in the conference rooms, pending availability. The Administrative team will make every effort to accommodate requests as they are made.

## Procedures

Anyone with conference room needs shall contact the WVCTSI administrative support staff, which includes designated administrative assistants /or administrative manager to reserve the WVCTSI conference room.

### Scheduling a WVCTSI Conference Room:

1. Contact WVCTSI designated administrative support staff to inquire about conference room availability.
2. WVCTSI administration team will confirm or deny a reservation request based on availability. Number of participants will also be taken into consideration when assigning a conference room for the meeting to best maximize available space.
3. Once the reservation is confirmed, the time and date of meeting will be added to the appropriate WVCTSI Conference Room Calendar, which is shared to all staff whose primary employment resides with the West Virginia Clinical and Translational Science Institute. If the reservation is made for G150 (WVCTSI Large Conference Room), the usage will also be entered into 25Live (WVU's room reservation system), as that room is available for general WVU/HSC use.
4. The requester must indicate what type of meeting is being conducted, how many people plan to attend, if catering is included, and possible audio/visual needs which include video conferencing, teleconferencing, and digital presentation capabilities. For those funded in part or in whole by WVCTSI, these capabilities will be executed by WVCTSI administrative staff.

- For those that aren't funded/supported by WVCTSI and need support from IT for MDTV, video, and network connectivity issues, the link for MDTV support is listed below:
  - <http://its.hsc.wvu.edu/forms-and-requests/mdtv-videoconferencing-request/>
- Those using G150 who are not affiliated with WVCTSI should also work with WVU HSC IT for audio/visual support.

**Conference Room Usage:**

1. At the end of each day, conference room schedules for the following day will be posted both inside and outside the door of each WVCTSI conference room for reference. Conference room users should be mindful of the schedule.
2. Staff and colleagues are welcome to utilize the conference rooms on an impromptu basis if they are vacant.
3. Those using the conference rooms should leave them clean and tidy following usage of the space. This includes shut down of a/v equipment, clean up and disposal of any catering items, and removal of any materials used during the session.
4. For the small and medium-sized conference rooms (G137 and G139), the sliding doors should remain open when not in use. A closed door signals that the room is in use.

**Roles and Responsibilities**

The responsibility for interpretation of this policy rests with the WVCTSI director of strategic operations.

**Revision History**

Revision	Date
This procedure was revised to reflect the new space and room numbers for WVCTSI following the October 2017 relocation. It also reflects the integration of 25Live for scheduling Room G150.	March 2018

## Approval and Authority to Proceed

I approve the procedure as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	4/10/18



Approved By \_\_\_\_\_ Date 4/10/18