



Conference/Meeting Room Request Form

Contact Person*: _____

Contact Person Phone*: _____

Contact Person Email*: _____

Contact Person Department*: _____

Name/Title of Meeting*: _____

Additional Comments: (list type of electronic devices and/or connectors recurring meeting, list meeting pattern, dates, times, etc.) _____

Date of Meeting*: _____

Meeting Start Time*: _____

Meeting End Time*: _____

Number of people attending meeting:

Room preference max attendees:

Please Select Room & Setup Below:

Equipment Options Available in Room: Boardroom (Seats up to 16) (Items below are the only options available for the selected room) Please circle needed items:		
Video Conferencing: Cisco Room 55	Cisco Conference Phone	Wall Phone
Kiarthen Presenter Remote Clicker	Wi-Fi Capability	Flip Chart Easel (Paper/markers provided)
White Board (Markers not provided)	Ethernet Cable	

Equipment Options Available in Room: Conference Room B (Seats 25-60) (Items below are the only options available for the selected room) Please circle needed items:		
Video Conferencing: Cisco Room 55	DVD/VCR Player	Portable Projector
Projector Screen: Drop	Projector Screen:	Cisco Conference Phone

Equipment Options Available in Room: **Conference Room B (Seats 25-60)**
 (Items below are the only options available for the selected room)

Please circle needed items:

Down	LCD Panel/TV	
Podium Microphone	Lavaliere Microphone	Wireless Hand-Held Microphone
Wi-Fi Capability	Wall Phone	Flip Chart Easel (Paper/markers provided)
Kiartten Presenter Remote Clicker	Ethernet Cable	White Board (Markers provided)
Wireless Microphone		

Equipment Options Available in Room: **Conference Room A (Seats 21-40)**
 (Items below are the only options available for the selected room)

Please circle needed items:

Video Conferencing: Cisco Room 55	Kiartten Presenter Remote Clicker	Projector: Pull Down with Portable Projector
Cisco Conference Phone	Wall Phone	Flip Chart Easel (Paper/markers not provided)
Wi-Fi Capability	Ethernet Cable	

Room Setup Specifications: **Please circle below**

For Additional Setup > See Additional Comments Section

U- Shape	Classroom Style	Conference Style	Theater Style
Self-Service Room Set up - Reserved As Is	Rectangle Table	Round Table	

Self Service: Room Set-up can be altered (Must be reset by host at the conclusion of the meeting)

Additional Comments: Room setup specifications, etc

If the resources below are needed, please contact:

AV Media Help: All Sites	513-569-6123
Catering Services: Pavilion Cafe	513-246-2627