

Booking Med Ed Pavilion Rooms & Posting to the UVM LCOM Student Activities Calendar

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,
2. “Invite Attendees”
 - a. Invite the room (this is a “Resource” option in the address book drop down menu); MED ED ROOMS ONLY! To book other rooms - i.e. HSRF, Given Courtyard, etc. - **email** the details to studentCOMservices@med.uvm.edu (**NOTE:** You only have permission to use your calendar; Outlook will not let you touch the resource’s calendar)
 - b. 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).
 - c. 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.
 - d. Is this event something you would like other students to know about? **If yes, then you NEED to invite the “COM Student Activities Calendar” (also under “Resource”)**
3. **If you are booking a room, 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]

DO NOT PLAN FOR YOUR EVENT UNTIL THE ROOM “ACCEPTS” YOUR REQUEST.

NOTE: HSRF room requests cannot be made using this process. **Email** the aforementioned required event details to studentCOMservices@med.uvm.edu with the date, time of your event, and preferred room, and the Student Services Team will happily submit a request on your behalf!

4. **WeeklyWire:** If you wish to advertise your event in the WeeklyWire, you must submit the posting to studentCOMservices@med.uvm.edu **via email** as you would like it to appear in the Wire and indicate the classes your posting hopes to target (do not forget date, time, and location in the posting).

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.
- 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.

For weekend 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 through Sodexo catering services, or an [approved caterer](#); you must adhere to all [UVM Catering Guidelines](#).

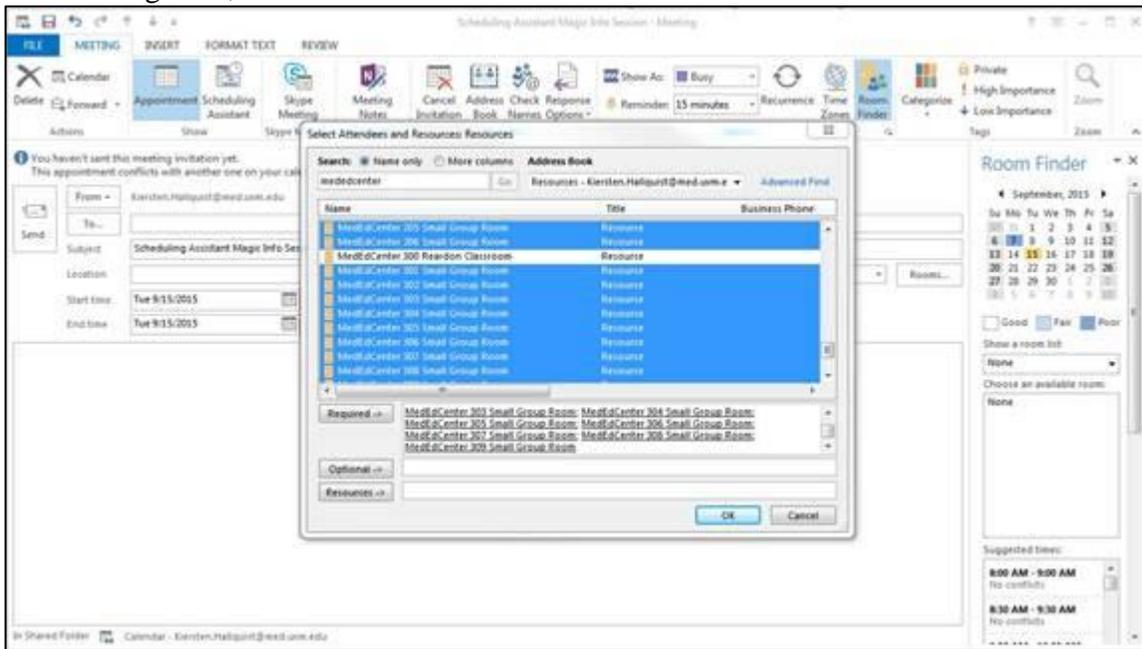
- Remember, rooms are automatically locked on weekend so you need to bring your ID and open the doors for anyone who does not normally have access (you might want to post a sign on the door with a primary contact number).

IMPORTANT NOTES:

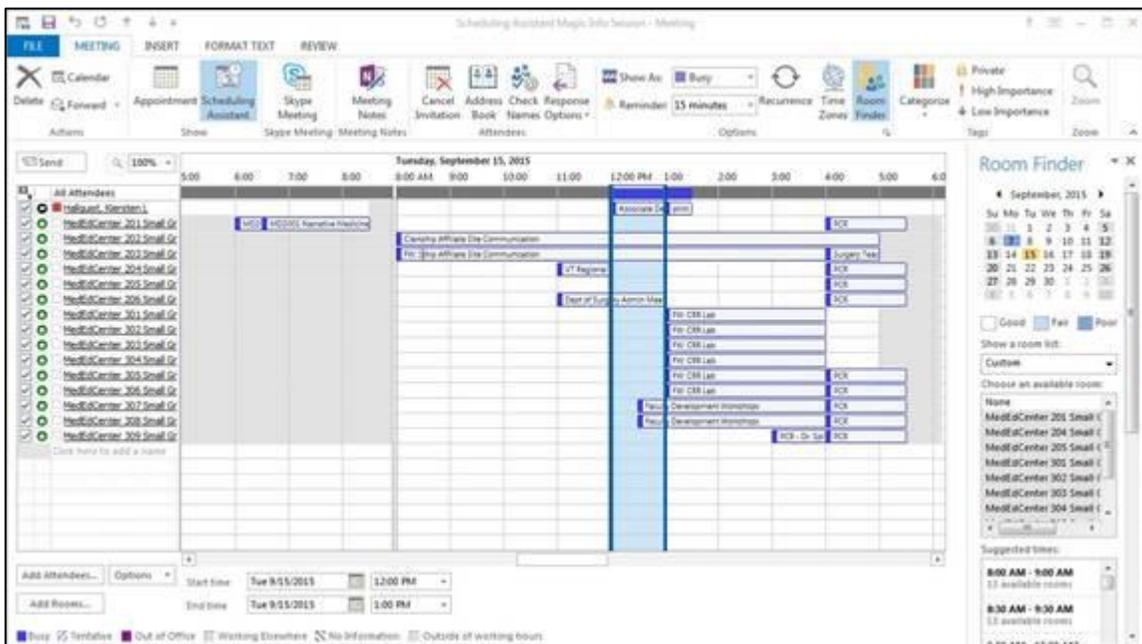
- Please clean up after your events, and return the room to how you found it.
- All curriculum-related activities receive priority over ANY other bookings; we apologize for any inconvenience!
- We can only book rooms as far out as the curriculum team allows (“room release date”).
- Please review the “COM Student Activities Calendar” before booking your event; you want to avoid conflicting events to boost attendance.

Here are 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:

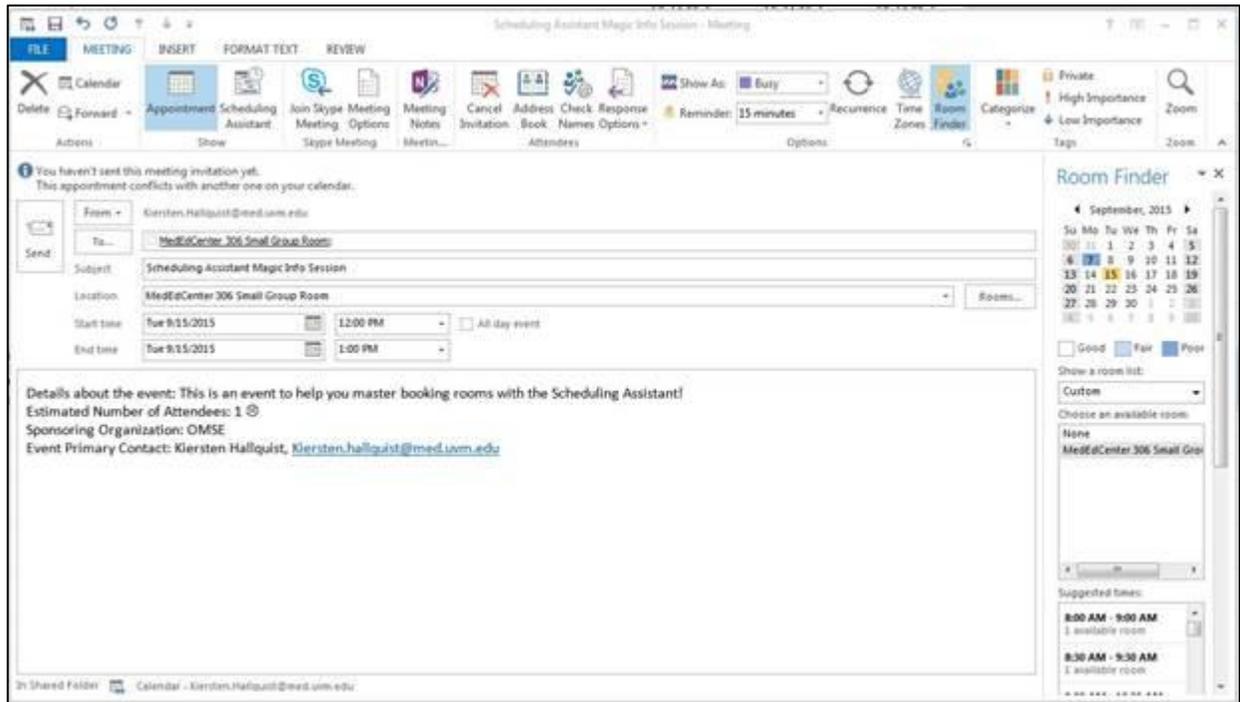


And then click “Scheduling Assistant”:



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 do not hesitate to contact studentCOMservices@med.uvm.edu (UVM LCOM Student Services).