Centralized Room Scheduling Guidelines

Everything you need to know to schedule a room at UNMC
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Introduction

Overview of Centralized Room Scheduling

The UNMC campus has a variety of spaces available for classes, meetings and other events. Many locations are equipped with permanent multimedia and distance learning equipment that may be required for presentations. Room size also ranges from small meeting room to large auditoriums suitable for big events.

Centralized Room Scheduling manages the scheduling functions of these various auditoriums, classrooms, conference rooms, atria and plazas to ensure requests for use are processed in accordance to policy. This is a complex task with multiple factors involving priority of use, number of participants, use of multimedia and distance learning equipment, as well as other variables. To insure accurate and timely delivery of this service, the scheduling process requires teamwork and cooperation between those requesting rooms along with the scheduling staff.

Centralized Room Scheduling only schedules for the following classrooms and auditoriums locations: Bennett Hall, Durham Outpatient Center, Durham Research Center I, Durham Research Center II, Eppley Science Hall, Lied Transplant Center, University Hospital, Wittson Hall, and the atria and plaza spaces.

Rooms may be scheduled by filling out the online form. Please read the process and criteria prior to scheduling your event.
Procedures

• Room Scheduling Offices
• Event Time
• Confirmation

• Conflicts
• Advanced Scheduling
• On-Demand Scheduling
Procedures

Room Scheduling Offices

With the growth of campus activities, room scheduling activities have been distributed among several different offices. These offices work cooperatively to assure that campus activities can be accommodated in appropriate facilities that best match the request for the room reservation and the priority use designation of the available space.

Atria in the Hospital or the Durham Research Center and Green Spaces on campus are scheduled through Centralized Room Scheduling but must be approved by the appropriate offices outlined in this document. Use of these Public Spaces must also be in compliance with the Public Space Policy, which is coordinated through the Office of Business and Finance (Policy #6072). Any use of alcohol or vendor activities must have approval of that office as well as be scheduled appropriately through Centralized Room Scheduling.

It's important to note, we do not handle the scheduling of all rooms throughout campus, including those in the Michael F. Sorrell Center. Before filling out the Room Scheduling Form, please review the rooms not scheduled through Centralized Room Scheduling. Then, contact those areas to schedule a room.
Procedures

Event Time

Events and classes will start on the hour or the half-hour. Events and classes will end 10 minutes before the hour or 20 minutes past the hour. This will promote the smooth transition from one event to another.

Examples

• A meeting at 10 a.m. will end at 10:50 a.m. – not 11

• A meeting at 10:30 a.m. will end at 11:20 a.m. – not 11:30
Procedures

Confirmation

All requests to Centralized Room Scheduling will receive an email confirmation. All other requests will be confirmed as soon as possible, usually within two business day – depending on the volume of requests there may be unforeseen delays in this process.
Conflicts will be resolved by using the established priority system and will be coordinated among the various scheduling offices as needed. Conflict resolution will be handled as follows:

**First Level:** Room Scheduling will provide an alternative room location to the second requestor.

**Second Level:** If the alternative location is not acceptable, Room Scheduling will provide the second requestor the name of the first requestor and ask them to negotiate an alternative. If resolution is reached and room changes are required, Room Scheduling should be notified.

**Third Level:** If a satisfactory resolution is not reached, the second requestor should contact Room Scheduling, who will forward the details to the Office of the Vice Chancellor for Academic Affairs, where a final decision will be made.
Procedures

Advanced Scheduling

The majority of the scheduled rooms are programmed on a semester basis. There are numerous classes and other activities that must be scheduled and coordinated among the various units. For this reason, firm deadlines for submission of requests must be followed to give enough time for scheduling staff to enter the data and to make any necessary modifications. Requests received after the submission deadline will be handled on a space-available basis only.

Advance Scheduling Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Description</th>
<th>Submission Start Date</th>
<th>Submission Deadline</th>
<th>Confirmation Emailed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annually</td>
<td>Grand Rounds</td>
<td>March 9, 2017</td>
<td>March 20, 2017</td>
<td>April 3, 2017</td>
</tr>
<tr>
<td>Jan. – July</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2018 Fall</td>
<td>Classes/Routine Meetings/Events</td>
<td>March 1, 2018</td>
<td>March 15, 2018</td>
<td>March 30, 2018</td>
</tr>
<tr>
<td>Aug. – Dec.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019 Spring/Summer</td>
<td>Classes/Routine Meetings/Events</td>
<td>Sept. 3, 2018</td>
<td>Sept. 14, 2018</td>
<td>Sept. 28, 2018</td>
</tr>
<tr>
<td>Jan. – July</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Procedures
Advanced Scheduling

Exceptions
Eppley Science Hall Room 3010 and Durham Research Center I Room 1002 are designated for events with an advanced scheduling window of 12 months (grand rounds, annual meetings and other special non-recurring events). This will also accommodate seminars and other events targeted for larger groups requiring a longer scheduling cycle. All DRC classrooms and some conference rooms are reserved for Standing Seminars 12:00 – 1:00 p.m. and 4:00 – 5:00 p.m.

Priorities
Requests for advanced scheduling will be prioritized as follows:

• Priority 1: Recurring classes for credit
• Priority 2: Intermittent or ad hoc classes for credit
• Priority 3: Recurring meetings not for credit
• Priority 4: Ad hoc meetings, seminars and/or events not for credit

Special Considerations
Special “proximity” consideration will be given when a college requests classes to be scheduled within their building. Special consideration will be given for classes requiring distance learning technology within classrooms designated for this use. Individual events such as grand rounds and special events will be handled on a case-by-case basis.
Procedures

On-Demand Scheduling

For on-demand scheduling of rooms, approval will be granted on a first-come basis; alternative rooms, if available, will be offered. Scheduling priority will first be given to classes.

Be sure to provide two rooms when you submit your request. That way, you have a second option if your first choice is already booked.
Procedures

On-Demand Scheduling

Policy
1. Criteria for Approval/Rejection
   - Scheduling priority will first be given to classes.
   - Available space is primarily for the use of students, faculty, staff, employees, student organizations, academic departments and associations/organizations affiliated with UNMC, and as such, will receive priority in the assignment of space and dates.
   - When more than one of the aforementioned groups applies for the same space, date and time, approval will be granted on a first-come basis. Alternate rooms, if available, will be offered. Refer to the Conflicts section for details.
   - Organizations/associations not affiliated with the UNMC may be granted approval to use facilities provided that a direct or immediate benefit to UNMC can be clearly demonstrated, and a sponsor (employee of UNMC or Nebraska Medicine) has been identified.
   - Meetings for personal profit will not be authorized.

2. Rooms are reserved by emailing the Centralized Room Scheduling office at roomscheduling@unmc.edu.

3. Centralized Room Scheduling has the discretion to make specific assignments in compliance with this policy.

4. It is the responsibility of those using the room to return it to an orderly condition when leaving and to report problems in the room to Centralized Room Scheduling or any issues with the equipment to Video Services.
Public Space Scheduling

- Policy
- Criteria
- Fundraising
- Requirements of a Sponsor

- Additional Information/Requirements
- Contacts for UNMC
- Contacts for Services
Public Space Scheduling
Policy

It is the policy of the University of Nebraska Medical Center (UNMC) and Nebraska Medicine that public spaces in their facilities offer a positive, safe environment for patients and visitors. To ensure public spaces are safe and reflect the image of UNMC and Nebraska Medicine, all exhibits, fundraising and sales events in these areas must receive prior approval.

UNMC and Nebraska Medicine reserve the right to discontinue any event that interferes with the delivery of health care, education, public service and research, and reserve the right to remove any display or people associated with a display from its property.

Please be sure that you have met all scheduling criteria prior to securing your space.

**UNMC Policy #6072 more specifically it states:**
The activity must be related to the mission or directly benefit UNMC, Nebraska Medicine, their employees, students or affiliated organizations. Only key constituent groups and university functions may be allowed except that off-campus groups may rent the Michael F. Sorrell Center for Health Science Education Truhlsen Campus Events Center, effective March 1, 2010.
Public Space Scheduling

Criteria

Any persons or groups who wish to use any atrium or green space must receive approval prior to any written or advertised notice of the event. You may inquire about space availability; however, the reservation will not be completed or confirmed without approval. A written request for the use of an area should be provided to Room Scheduling at least 30 days prior to the event. The Room Scheduling Coordinator will determine whether the proposed event does or does not meet the criteria listed herein.

1. The activity must be related to the mission or directly benefit UNMC, Nebraska Medicine, their employees, students or affiliated organizations. Only key constituent groups and university functions may be allowed.

2. Off-campus groups must have a UNMC or Nebraska Medicine employee or department who serves as primary contact and sponsor.

3. For practical reasons and safety, activities or displays will not exceed the space allocated in each location.

4. All sales, activities for profit, or other non-UNMC sponsored events must have received approval by Public Relations prior to scheduling space.

5. All activities, displays and people associated with them will maintain a professional environment that does not negatively impact the image of UNMC or Nebraska Medicine.
6. The following type of print and audiovisual materials may not be used for any activity:
   - Materials that may be objectionable to another employee and/or the public because of race, sex, color, religion or national origin
   - Political materials
   - Obscene or pornographic materials

7. Food activities, such as bake sales, must comply with the guidelines established by the Nebraska Department of Health. No alcoholic beverages may be served in any UNMC public space without the prior approval of the Office of Business and Finance in the accordance with UNMC Alcohol Policy. The following requirements apply:
   - If permission is granted to serve alcoholic beverages, the event must not occur while classes are in session. The event must occur on evenings or weekends
   - Must use a catering service that can accommodate specific needs for the event and provide the name of the caterer on the application. (The use of internal catering services is encouraged).
   - Any heating devices and/or cooking equipment must be approved by Campus Safety.
   - All decorations, including candles and decorative lighting, must comply with UNMC Use of Decorative Materials and Furnishings policy. (Hospital areas refer to hospital policy EC 07 Decorative Materials).
Public Space Scheduling

Fundraising

In addition to fulfilling the public space policy requirements, those activities that involve fundraising shall meet the following criteria.

1. All individuals involved in fundraising activities must verify they have met all necessary criteria for the event and complete a Fundraising Request Form. Send the completed form to Keith Swarts, kswarts@unmc.edu, Zip 5060, Fax 559-5844).

2. Individuals must receive approval from Office of Business and Finance or the designee prior to reserving the space. Parties requesting fundraising activities will be required to provide an explanation of how the proposed activity promotes health or directly benefits UNMC or Nebraska Medicine.

3. Raffles will not be permitted.

4. Existing sales that have established a pattern or practice can continue. However, organizers of these events will need to fill out a fundraising request form annually. Additional sales or modifications to the venue beyond those already approved will require approval.

5. Solicitation of gifts, prizes, awards or anything of value from individuals or businesses requires prior approval from the Office of Business and Finance at UNMC (402-559-6300).
Public Space Scheduling

Requirements of a Sponsor

Off-campus groups must have a UNMC or Nebraska Medicine employee or department who serves as primary contact and sponsor.

The sponsor must submit a request by sending an email to roomscheduling@unmc.edu with the information from the group or individual he/she is sponsoring. This should include the date, time, requested location, event name, a contact person for the event, their phone number and/or email address.

The sponsor is responsible for answering questions, contacting ITS Video Service, Catering, etc. for the person/group he/she is sponsoring.
Public Space Scheduling

Additional Information/Requirements

1. Room Scheduling will provide a written confirmation for all activities (date, time and activity title/description). The written confirmation must be present during the event and provided to security upon request. Failure to provide supporting documentation may result in a dismissal from the space.

2. The Chancellor will have first priority to use space. All events previously scheduled for this space are subject to be relocated. The event sponsor would be responsible for finding another location. (Note: Room Scheduling will provide additional options, when available, at the time of notification.) The remainder of the priority list will be as follows in rank order:
   - Grand rounds
   - For credit classes
   - All other UNMC employees, faculty and students

3. Non-UNMC sponsored requests will not be given the opportunity to dispute a room scheduling conflict.

1. The only authorized display locations for Nebraska Medicine are designated in the Clarkson Café, the Durham Outpatient Center (DOC) East Atrium on Level 2 and outside the Nebraska Café on Level 3. Authorized users will be responsible for the coordination of setup and removal of all display materials. All displays or functions scheduled in the Clarkson Café or the Nebraska Café level 3 hallway will be assessed a $25 charge to cover setup, tear down and maintenance costs. (Note: The Clarkson Tower lobby space is reserved for special displays or events sponsored by UNMC and Nebraska Medicine executive offices.)
5. Printed materials/signage for displays or activities:
   – Will be preprinted and placed on a tripod or table stand.
   – Will NOT be taped or tacked to any counter, walls, columns or floor surface.
   – The sponsoring department(s) will be billed directly for any damage caused by a display or event by facilities management.

6. Groups must remain at their tables/displays.

7. No materials will be delivered through the main entrances of Clarkson Tower or the Durham Outpatient Center.

8. The number of participants or attendees of special events may be limited due to safety and physical constraints of particular areas.

9. Events may be canceled or rescheduled on short notice due to emergencies.
10. Activities must not violate any codes or obstruct any exit paths. The request must specify if the event will require relocating any furniture in the area and the placement of furniture must meet all safety requirements. The arrangements of the furnishings for an event will be approved by a campus Safety Officer to assure proper and adequate emergency exit patterns. Catering services will be involved in the approval process should the event require its services.

11. Any coordination of transport, storage or setup of tables, chairs, displays or banners is the responsibility of the requesting group. Expenses specifically related to and required by the event, such as facilities for moving furniture, etc. will be the responsibility of the requesting individual or organization.

12. Trash from the event should be placed in appropriate receptacles by the sponsoring organization immediately following the event. All rented items should be removed from the area within one business day after the conclusion of the event.

Please contact Centralized Room Scheduling at 402-559-7254 if you have any questions.
## Public Space Scheduling

### Contacts for UNMC

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Center</td>
<td>402-559-4354</td>
<td><a href="mailto:alumni@unmc.edu">alumni@unmc.edu</a></td>
</tr>
<tr>
<td>Center for Healthy Living</td>
<td>402-559-8422</td>
<td><a href="mailto:rpruch@unmc.edu">rpruch@unmc.edu</a></td>
</tr>
<tr>
<td>Durham Outpatient Center (DOC) Atriums</td>
<td>402-559-7254</td>
<td><a href="mailto:roomscheduling@unmc.edu">roomscheduling@unmc.edu</a></td>
</tr>
<tr>
<td>Durham Research Center 1 (DRC) Atrium</td>
<td>402-559-7254</td>
<td><a href="mailto:roomscheduling@unmc.edu">roomscheduling@unmc.edu</a></td>
</tr>
<tr>
<td>Durham Research Center 1 (DRC) Auditorium</td>
<td>402-559-7254</td>
<td><a href="mailto:roomscheduling@unmc.edu">roomscheduling@unmc.edu</a></td>
</tr>
<tr>
<td>Durham Research Center 2 (DRC) Commons</td>
<td>402-559-7254</td>
<td><a href="mailto:roomscheduling@unmc.edu">roomscheduling@unmc.edu</a></td>
</tr>
<tr>
<td>Eppley Science Hall Amphitheater</td>
<td>402-559-7254</td>
<td><a href="mailto:roomscheduling@unmc.edu">roomscheduling@unmc.edu</a></td>
</tr>
<tr>
<td>Michael F. Sorrell Center — Truhlsen Events Center</td>
<td>402-559-5192</td>
<td><a href="mailto:eventscenter@unmc.edu">eventscenter@unmc.edu</a></td>
</tr>
<tr>
<td>Wittson Auditorium – OUT OF SERVICE</td>
<td>402-559-7254</td>
<td><a href="mailto:roomscheduling@unmc.edu">roomscheduling@unmc.edu</a></td>
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Public Space Scheduling

Contacts for Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering Scheduling</td>
<td></td>
<td><a href="mailto:catering@nebraskamed.com">catering@nebraskamed.com</a></td>
<td>402-559-4029</td>
</tr>
<tr>
<td>(Mon. – Fri. 8 a.m. to 4 p.m.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables and Chairs</td>
<td>AAA Rental: Lydia Jenson</td>
<td></td>
<td>402-339-3707</td>
</tr>
<tr>
<td>Atrium Furniture Moved</td>
<td>Susan Waller</td>
<td><a href="mailto:smwaller@unmc.edu">smwaller@unmc.edu</a></td>
<td>402-559-5220</td>
</tr>
<tr>
<td>Atrium Piano Moved</td>
<td>Reiners Pianos</td>
<td></td>
<td>402-551-6364</td>
</tr>
<tr>
<td>Access After Hours</td>
<td>Security Dispatch</td>
<td></td>
<td>402-559-5111</td>
</tr>
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</table>

(Note: These services may have a charge associated with them.)
Rooms Available through Centralized Room Scheduling

- Bennett Hall
- Durham Outpatient Center
- Durham Research Center I
- Durham Research Center II
- Eppley Science Hall
- Lied Transplant Center
- University Hospital
- Wittson Hall
Rooms Available

Bennett Hall — located on the northwest corner of 42nd and Emile

**Room 2020**

**Capacity:** 40  
**Style:** Amphitheater/Auditorium  
**Phone:** 402-559-2161

**Equipment/Technology:**
- Microphone system
- VCR
- PC computer
- 2 monitors
- Network connection
- IP video capable

**Room 3003**

**Capacity:** 24  
**Style:** Conference  
**Phone:** 402-559-7432  
**Equipment/Technology:** None
Rooms Available

Durham Outpatient Center — located on north side of Emile at about 44th St.

Room 2628

Capacity: 16
Style: Conference
Phone: 402-559-2966

Equipment/Technology:
- Ceiling speaker
- Projection screen
- PC computer
- Network connection
Rooms Available
Durham Research Center I — located on the west side of 45th Street

Room 1002
Capacity: 319
Style: Auditorium
Phone: 402-559-1128
Equipment/Technology:
• Camera
• PC
• MAC
• LCD projector
• Microphone system
• Smart board
• Assistive listening system (amplifies the speaker and program audio)
• Headsets (15 available)
• Presenter microphone headset
• Distance learning capabilities
• Classroom capture system (Echo 360)
Rooms Available

Durham Research Center I — located on the west side of 45th Street

Room 1004
Capacity: 54
Style: Classroom
Phone: 402-559-1114

Equipment/Technology:
• PC
• MAC
• Smart board
• Camera
• Microphone system
• Distance learning capabilities
Rooms Available

Durham Research Center I — located on the west side of 45th Street

Room 1005
Capacity: 47
Style: Classroom
Phone: 402-559-2109
Equipment/Technology:
- PC
- MAC
- Smart board
- Camera
- Microphone system
Rooms Available

Durham Research Center I — located on the west side of 45th Street

Room 1006

Capacity: 40
Style: Classroom
Phone: 402-559-1113
Equipment/Technology:
  • PC
  • MAC
  • Smart board
  • Camera
  • Microphone system
  • Distance learning capabilities
Rooms Available
Durham Research Center I — located on the west side of 45th Street

Rooms 3003, 3004, 3006, 4003, 4006, 5003, 5004, 6003 — Conference Style

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Phone</th>
<th>Equipment/Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>3003</td>
<td>12</td>
<td>402-559-1132</td>
<td>All rooms have:</td>
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<tr>
<td>3004</td>
<td>12</td>
<td>402-559-1131</td>
<td>• PC</td>
</tr>
<tr>
<td>3006</td>
<td>12</td>
<td>402-559-1130</td>
<td>• Projector</td>
</tr>
<tr>
<td>4003</td>
<td>24 – 32</td>
<td>402-559-1134</td>
<td>• VCR and DVD players</td>
</tr>
<tr>
<td>4006</td>
<td>12</td>
<td>402-559-1133</td>
<td>• Laptop connection</td>
</tr>
<tr>
<td>5003</td>
<td>12</td>
<td>402-559-1138</td>
<td></td>
</tr>
<tr>
<td>5004</td>
<td>12</td>
<td>402-559-1136</td>
<td></td>
</tr>
<tr>
<td>6003</td>
<td>24 – 32</td>
<td>402-559-1140</td>
<td></td>
</tr>
</tbody>
</table>

Note: Card access is required for these floors.
Rooms Available

Durham Research Center I — located on the west side of 45th Street

Rooms 7003, 7004, 7006, 8003, 8004 — Conference Style

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Phone</th>
<th>Equipment/Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>7003</td>
<td>12</td>
<td>402-559-1143</td>
<td>All rooms have:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• PC</td>
</tr>
<tr>
<td>7004</td>
<td>12</td>
<td>402-559-1142</td>
<td>• Projector</td>
</tr>
<tr>
<td>7006</td>
<td>12</td>
<td>402-559-1141</td>
<td>• VCR and DVD players</td>
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<tr>
<td>8003</td>
<td>24</td>
<td>402-559-1144</td>
<td>• Laptop connection</td>
</tr>
<tr>
<td>8004</td>
<td>12</td>
<td>402-559-1145</td>
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</table>

Note: Card access is required for these floors.

Atria

Approval required by Julie Sommer. Scheduling requests are processed based on the nature of the event and the time requested. Please note, as the atria hosts lunchtime vendors and is one of the few “legal” places for occupants to eat lunch, requests made over the lunch hour will almost always be denied.
Rooms Available
Durham Research Center II — located on the west side of 45th Street

Rooms 1002, 3001, 6001, 7002 — Conference Style

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Phone</th>
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<tbody>
<tr>
<td>1002*</td>
<td>20</td>
<td>402-559-4244</td>
<td>All rooms have:</td>
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<td></td>
<td></td>
<td></td>
<td>• PC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Projector</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>• VCR and DVD players</td>
</tr>
<tr>
<td></td>
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<td>• Laptop connection</td>
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<tr>
<td>3001</td>
<td>20 – 26</td>
<td>402-559-8576</td>
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</tr>
<tr>
<td>6001</td>
<td>20 – 26</td>
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<td></td>
</tr>
<tr>
<td>7002</td>
<td>20</td>
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</tbody>
</table>

Commons Area
Approval required by Julie Sommer. Scheduling requests are processed based on the nature of the event and the time requested. Please note, as the Commons area hosts lunchtime vendors and is one of the few "legal" places for occupants to eat lunch, requests made over the lunch hour will almost always be denied.

Note: Card access is required for second floor and above (first floor does not require you to use a card).
Rooms Available

Eppley Science Hall — located west of 42nd and Dewey Avenue

Room 3010

**Capacity:** 127  
**Style:** Auditorium  
**Equipment/Technology:**  
• PC  
• Mac  
• LCD projector  
• LCD screen  
• Microphone system  
• Distance learning capabilities  
• VCR recording capabilities

Note: Vern Johnson, x97484 (pager: 888-5571), is the A/V Technician for this building
Rooms Available
Lied Transplant Center — located on 42nd and Emile

Room 10729
Capacity: 12  
Style: Conference  
Equipment/Technology:  
• Plotter  
• Projection screen  
• Network connection

Room 11734
Capacity: 10  
Style: Conference  
Equipment/Technology:  
• Plotter  
• Projection screen  
• White board

Room 12737
Capacity: 10  
Style: Conference  
Equipment/Technology:  
• White board  
• Network connection

Note: No network connection
Rooms Available

University Hospital — located at 4400 Emile Street

Room 4208

Capacity: 115
Style: Amphitheater

Equipment/Technology:
- Microphone system
- X-ray view box
- PC (available upon order)
- LCD projector (available upon order)

Note: This room cannot be accessed from the Wittson Hall elevator. Take the University Tower elevator to Adult Intensive Care. Turn right and continue to PICU. The room is on the left, under the PICU sign.
WHM 3034- Out of Service

Wittson Hall — located on 42nd Street between Dewey and Emile

Room 3034

Capacity: 294
Style: Auditorium
Phone: 402-559-7703
Equipment/Technology:
• PC
• Mac
• Monitor
• LCD projector
• VCR
• Network connection
• Echo 360
Rooms Available

Wittson Hall — located on 42nd Street between Dewey and Emile

**Room 3042**
- **Capacity:** 18
- **Style:** Conference
- **Phone:** 402-559-8088
- **Equipment/Technology:**
  - Computer
  - LCD projector
  - Smart board
  - Network connection

**Room 4004**
- **Capacity:** 36
- **Style:** Wet lab
- **Phone:** 402-559-7730
- **Equipment/Technology:** None
Additional Information

• Campus Video Classrooms

• Contact Information for Rooms Not Available to Schedule Through Centralized Room Scheduling

• Contact Information for Michael F. Sorrell Center
### Additional Information

#### Campus Video Classrooms

The on-campus distance learning rooms that are supported by the Video Operations Classroom Engineers and Multi-Media Technicians are:

<table>
<thead>
<tr>
<th>Building</th>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bennett Hall</td>
<td>BTH 2020 (amphitheater)</td>
</tr>
<tr>
<td>Buffett Cancer Center</td>
<td>12101, 12102, 12103, 4.1203, 9.12330 (Contact 9-6935)</td>
</tr>
<tr>
<td>Business Service Center</td>
<td>BSC 2007 (Contact 9-5338)</td>
</tr>
<tr>
<td>College of Nursing (CON)</td>
<td>CON 2017, 2018, 2020, 4024, 4078</td>
</tr>
<tr>
<td>Durham Research Center I (DRC 1)</td>
<td>DRC1 1002, 1004, 1006</td>
</tr>
<tr>
<td>Durham Research Center II (DRC II)</td>
<td>DRC2 1002</td>
</tr>
<tr>
<td>Eppley Science Hall</td>
<td>ESH 3010</td>
</tr>
<tr>
<td>Lauritzen Outpatient Center Auditorium</td>
<td>Room 4.14.000 (9-0701)</td>
</tr>
<tr>
<td>Mauer College of Public Health</td>
<td>MCPH 2001, 3013, 3020A (Contact 9-4960)</td>
</tr>
<tr>
<td>Michael Sorrell Center (MSC)</td>
<td>MSC 1005, 2018, 3029</td>
</tr>
<tr>
<td>Storz</td>
<td>Storz 1 &amp; 2</td>
</tr>
<tr>
<td>University Hospital (UNH)</td>
<td>UNH 5412AB (9-6315) 5412C (9-6422)</td>
</tr>
</tbody>
</table>
Web Conferencing Capable Rooms On the UNMC Campus

The distance learning rooms on the UNMC campus are supported by the video operations classroom engineers and multi-media technicians. To schedule a videoconference, web conference, live stream, or archiving, complete the Video Conference Request Form. Some classrooms have Echo360 classroom recording technology - use the link for information and scheduling. If you need AV equipment delivered to a space without AV installed, please submit a request for A/V room equipment.
Web Conferencing Capable Rooms on the UNMC Campus continued.

Contact Numbers for the following rooms:

<table>
<thead>
<tr>
<th>Room Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bennett 3003, 3011, or WHM 4053</td>
<td>9-8366 or 9-7428</td>
</tr>
<tr>
<td>MSC 2010 or 2014</td>
<td><a href="mailto:sorrellrooms@unmc.edu">sorrellrooms@unmc.edu</a></td>
</tr>
<tr>
<td>Pharmacy Drug Discovery 1002, 1026, 2006 or 2030</td>
<td>9-8947</td>
</tr>
<tr>
<td>WHM 8011</td>
<td>9-4007</td>
</tr>
</tbody>
</table>
### Additional Information

**Contacts for Rooms Not Available to Schedule Through Us**

Here are the rooms Centralized Room Scheduling is not able to reserve for you:

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Contact Name</th>
<th>Phone #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Research Building (ARS)</td>
<td>2006</td>
<td>Marcia Beer</td>
<td>402-559-5131</td>
<td><a href="mailto:mbeer@unmc.edu">mbeer@unmc.edu</a></td>
</tr>
<tr>
<td>Business Service Center (BSC)</td>
<td>4230</td>
<td>Eileen Andersen</td>
<td>402-559-7284</td>
<td><a href="mailto:emandersen@unmc.edu">emandersen@unmc.edu</a></td>
</tr>
<tr>
<td>Clarkson</td>
<td>Storz Pavilion Ground Level 1 – 8</td>
<td>Peggy Hetrick</td>
<td>402-559-4029</td>
<td><a href="mailto:catering@nebraskamed.com">catering@nebraskamed.com</a></td>
</tr>
<tr>
<td>Clarkson</td>
<td>Learning Center 1</td>
<td>Peggy Hetrick</td>
<td>402-559-4029</td>
<td><a href="mailto:catering@nebraskamed.com">catering@nebraskamed.com</a></td>
</tr>
<tr>
<td>Clarkson</td>
<td>Learning Center 2 – 7</td>
<td>Elizabeth Curtis Sommer Wiegert</td>
<td>402-559-4260</td>
<td><a href="mailto:learningconnection@nebraskamed.com">learningconnection@nebraskamed.com</a></td>
</tr>
<tr>
<td>College of Nursing</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:CONrooms@unmc.edu">CONrooms@unmc.edu</a></td>
</tr>
<tr>
<td>Pharmacy</td>
<td>WSH 1038 PDD 1002, 2006</td>
<td>Michelle Parks</td>
<td>402-559-8947</td>
<td><a href="mailto:mparks@unmc.edu">mparks@unmc.edu</a></td>
</tr>
<tr>
<td>College of Public Health</td>
<td></td>
<td></td>
<td>402-559-4960</td>
<td><a href="mailto:cophrs@unmc.edu">cophrs@unmc.edu</a></td>
</tr>
<tr>
<td>Durham Outpatient Center (DOC)</td>
<td>4608</td>
<td>Darcy Brougham</td>
<td>402-559-2711</td>
<td><a href="mailto:dbrougham@unmc.edu">dbrougham@unmc.edu</a></td>
</tr>
</tbody>
</table>
## Additional Information

**Contacts for Rooms Not Available to Schedule Through Us**

(Continued: rooms Centralized Room Scheduling is not able to reserve for you)

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Contact Name</th>
<th>Phone #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCP Computer Room</td>
<td>2nd Floor, 2090 A – D</td>
<td>Elizabeth Curtis Sommer Wiegert</td>
<td>402-559-4260</td>
<td><a href="mailto:learningconnection@nebraskamed.com">learningconnection@nebraskamed.com</a></td>
</tr>
<tr>
<td>Eppley Cancer Institute (ECI)</td>
<td>2014</td>
<td>Charlotte Stalnaker</td>
<td>402-559-4238</td>
<td><a href="mailto:cfstalnaker@unmc.edu">cfstalnaker@unmc.edu</a></td>
</tr>
<tr>
<td>Kiewit Tower</td>
<td>Ground Floor, 0908, 0910</td>
<td>Elizabeth Curtis Sommer Wiegert</td>
<td>402-559-4260</td>
<td><a href="mailto:learningconnection@nebraskamed.com">learningconnection@nebraskamed.com</a></td>
</tr>
<tr>
<td>Lauritzen Outpatient Center</td>
<td>4th Floor 4.14.000</td>
<td>Julie Mack</td>
<td>402-559-0701</td>
<td><a href="mailto:julie.mack@unmc.edu">julie.mack@unmc.edu</a></td>
</tr>
<tr>
<td>Lied Transplant Center (LTC)</td>
<td>2755, 2760</td>
<td>Peggy Hetrick</td>
<td>402-559-4029</td>
<td><a href="mailto:catering@nebraskamed.com">catering@nebraskamed.com</a></td>
</tr>
<tr>
<td>Lied Transplant Center (LTC)</td>
<td>Education Center, 3411 E</td>
<td>Mary Bond</td>
<td>402-559-7941</td>
<td><a href="mailto:mbond@nebraskamed.com">mbond@nebraskamed.com</a></td>
</tr>
<tr>
<td>Lied Transplant Center (LTC)</td>
<td>Red/Blue/Green</td>
<td>Mary Bond</td>
<td>402-559-7941</td>
<td><a href="mailto:mbond@nebraskamed.com">mbond@nebraskamed.com</a></td>
</tr>
<tr>
<td>Munroe-Meyer Institute (MMI)</td>
<td>3046</td>
<td>Paula Swanson</td>
<td>402-559-6430</td>
<td><a href="mailto:pswanson@unmc.edu">pswanson@unmc.edu</a></td>
</tr>
<tr>
<td>Medical Science Building (MSB)</td>
<td>Hunt Conference Room, 1500</td>
<td>Lisa Stillahn</td>
<td>402-559-1010</td>
<td><a href="mailto:lstillah@unmc.edu">lstillah@unmc.edu</a></td>
</tr>
</tbody>
</table>
## Additional Information

### Contacts for Rooms Not Available to Schedule Through Us

(Continued: rooms Centralized Room Scheduling is not able to reserve for you)

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Contact Name</th>
<th>Phone #</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Science Building (MSB)</td>
<td>1533</td>
<td>Lisa Stillahn</td>
<td>402-559-1010</td>
<td><a href="mailto:lstillah@unmc.edu">lstillah@unmc.edu</a></td>
</tr>
<tr>
<td>Medical Science Building (MSB)</td>
<td>45110 / 4589</td>
<td>Toni Winters</td>
<td>402-559-8390</td>
<td><a href="mailto:tmwinters@unmc.edu">tmwinters@unmc.edu</a></td>
</tr>
<tr>
<td>Medical Science Building (MSB)</td>
<td>5504, 5518</td>
<td>Rita Laire LeDean Gibbs</td>
<td>402-559-7539</td>
<td><a href="mailto:rlaire@unmc.edu">rlaire@unmc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>402-559-6315</td>
<td><a href="mailto:lgibbs@unmc.edu">lgibbs@unmc.edu</a></td>
</tr>
<tr>
<td>University Hospital (UNH)</td>
<td>Private Dinning Room A, B, C</td>
<td>Peggy Hetrick</td>
<td>402-559-4029</td>
<td><a href="mailto:catering@nebraskamed.com">catering@nebraskamed.com</a></td>
</tr>
<tr>
<td>University Hospital (UNH)</td>
<td>7412 A &amp; B</td>
<td>Patty Davis Jennifer Mobley</td>
<td>402-559-9538</td>
<td><a href="mailto:pddavis@unmc.edu">pddavis@unmc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>402-559-9539</td>
<td><a href="mailto:jmobley@unmc.edu">jmobley@unmc.edu</a></td>
</tr>
<tr>
<td>University Hospital (UNH – Grissom)</td>
<td>5412A &amp; B</td>
<td>Rita Laire LeDean Gibbs</td>
<td>402-559-7539</td>
<td><a href="mailto:rlaire@unmc.edu">rlaire@unmc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>402-559-6315</td>
<td><a href="mailto:lgibbs@unmc.edu">lgibbs@unmc.edu</a></td>
</tr>
<tr>
<td>Wittson (WHM)</td>
<td>Wet Lab, 3020</td>
<td>Tammy O'Donnell</td>
<td>402-559-8366</td>
<td><a href="mailto:tammy.odonnell@unmc.edu">tammy.odonnell@unmc.edu</a></td>
</tr>
<tr>
<td>Wittson (WHM)</td>
<td>4029</td>
<td>Darcy Brougham</td>
<td>402-559-2711</td>
<td><a href="mailto:dbrougham@unmc.edu">dbrougham@unmc.edu</a></td>
</tr>
<tr>
<td>Wittson (WHM)</td>
<td>8011A</td>
<td>Danielle Drummond</td>
<td>402-559-3868</td>
<td><a href="mailto:danielle.drummond@unmc.edu">danielle.drummond@unmc.edu</a></td>
</tr>
<tr>
<td>Wittson (WHM)</td>
<td>8016A</td>
<td>Mike Kozak Pat Hoffman</td>
<td>402-559-7111</td>
<td><a href="mailto:unmcvideoschedule@unmc.edu">unmcvideoschedule@unmc.edu</a></td>
</tr>
</tbody>
</table>

See next page for information about rooms in Michael F. Sorrell Center, which are also not scheduled through Centralized Room Scheduling.
# Additional Information

**Michael F. Sorrell Center (MSC)**

<table>
<thead>
<tr>
<th>Space / Activity</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Simulation Laboratory</td>
<td>Contact Patti Carstens, program manager of the Clinical Skills Center, at 402-559-9146 or <a href="mailto:scsl@unmc.edu">scsl@unmc.edu</a> to coordinate all activities that utilize the Skills area in MSC.</td>
</tr>
<tr>
<td>Distance Learning Rooms (1005, 2018, 3029)</td>
<td>To schedule a distance learning course, contact Pat Hoffman or Mike Kozak in ITS/Video Services at 402-559-7111 or <a href="mailto:unmcvideoschedule@unmc.edu">unmcvideoschedule@unmc.edu</a>; or you can submit a request electronically at the Centralized Room Scheduling website.</td>
</tr>
<tr>
<td>Educational Classes and Activities</td>
<td>The Educational Support Office is responsible for scheduling academic space in MSC. To schedule a room, email <a href="mailto:sorrellrooms@unmc.edu">sorrellrooms@unmc.edu</a> or visit the College of Medicine Learning Facilities page for more information.</td>
</tr>
<tr>
<td>Truhlsen Events Center, Linder Reading Room, Atria and Student Plaza</td>
<td>The Events Center and all public spaces in MSC are scheduled through the office of Public Relations. Call 402-559-5192 or email <a href="mailto:eventscenter@unmc.edu">eventscenter@unmc.edu</a> for information; or visit the Campus Events Center website.</td>
</tr>
</tbody>
</table>