

Simulation Lab Reservation Request

Campus				
☐ Omaha	☐ Lincoln	☐ Norfolk	☐ Scottsbluff	
☐ Kearney- Sarah Leary (sleary@unmc.edu) serves as the primary contact for supplies, the Skills Lab (202), and Virtual Reality (VR) resources. To request or schedule events in HSEC I or HSEC II , please use the following link: Scheduling Link Training iEXCEL				
Course Information				
Course Number:		Number of Students:		
Course Coordinator:				
Primary Activity Contact: <i>Person(s) responsible for this activity, if different from the Course Coordinator.</i>				
Simulation Facilitator(s): <i>People who will be facilitating each scenario or station.</i>				
Reservation Information				
Date(s) of Room Reservation:				
Start & End Time:				
Will this be a reoccurring reservation?	☐ Yes		☐ No	
How often will you need the lab space? (Select one)	☐ Daily	☐ Weekly	☐ Monthly	☐ Other
What day(s) of the week will be needed? (Select all that apply)	☐ Mondays	☐ Tuesdays	☐ Wednesdays	☐ Thursdays
Recording Needed?	☐ Yes	☐ No	☐ Only Specific Dates:	

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Room Information				
Total Number of Rooms Needed: <i>(Enter the total number of rooms/stations required)</i>				
Type of Room Needed: <i>(Select all that apply)</i>				
☐ Sim Labs	☐ Health Assessment	☐ Skills Labs	☐ VR	☐ In Class
Room Number(s)/Name: <i>(optional)</i>				
Additional Dates Needed:		Session Topic(s)		

Attach Relevant Documents

Please attach any supporting materials that will assist the Simulation Team in reviewing and preparing for your request, including but not limited to:

- ✓ **Planning worksheets**
- ✓ **Supply Lists**
- ✓ **Schedules**
- ✓ **Set Up or Activity Notes**
- ✓ **Virtual Reality (VR) scenario information**

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Submission Instructions

Once completed, please submit this form and all supporting attachments to the Simulation Team representative for your campus:

Kearney: Sarah Leary- sleary@unmc.edu

Lincoln: Tia Stevenson- tia.stevenson@unmc.edu

Norfolk: Whitney Rockey- wrockey@unmc.edu

Omaha: Samantha Rogers- samantha.rogers@unmc.edu

Scottsbluff: Amber Jacoby- ajacoby@unmc.edu

To ensure adequate time for review, preparation, and the procurement of any required supplies, please submit requests by the following **deadlines**:

- **Spring Semester:** November 30
- **Summer Session:** April 30
- **Fall Semester:** May 31