Proposed Guidelines for administrative staff booking rooms in the Forum

General guidelines:

- Please note that underlined fields are mandatory fields. The booking will not be accepted if one or more of these fields are left blank.

- External bookings are not possible without an Informatics Sponsor. When in doubt, please contact Gordon Duckett for a decision.
  Given the level of demand on our meeting rooms, PRC decided that events should only be booked where they have an Informatics component (sponsor) or are of strategic importance to the University. For example, a conference involving one of our institutes would fall under the former whilst, a postgraduate open day might be one of the latter. There are still a few events which were booked before this 'ruling' came into force and we're working our way through them.

- The Informatics Forum operates by standard opening hours. these are Monday to Friday from 8.30 am until 18.00 pm. Any events/meetings organised outwith these hours may require extra servitorial cover (at a cost of £15 per hour per person) and additional cleaning services. These charges will need to be met by the booking organisation. Information of who to send the EIT to requires to be entered in the remarks field.

- SERVITORIAL SUPPORT: If you require extra servitorial cover out of office hours (i.e. before 8.30 am or after 6 pm) select YES here and an email will be send to Steve Downes (steved@miscorp.ed.ac.uk) to arrange for this cover.
  Please note that additonal servitorial cover costs £15 per hour per person. Information of who to send the EIT to requires to be entered in the remarks field.
  If you require any other servitorial support, i.e. room set-up (not Ground Floor) or furniture moves contact Steve Downes (steved@miscorp.ed.ac.uk).

- CLEANING: If you think you require additional cleaning services please email Nicola Tait (nicola.tait@ed.ac.uk) (with a CC to Peter Thomson (Peter.Thomson@ed.ac.uk) to arrange for this. Please note that additonal cleaning services may incur a charge. Information of who to send the EIT to requires to be entered in the remarks field.

- When an event takes place out of office hours, please contact David Wyse / Joanna Treichel regarding risk assesments and other H&S issues.

- When an event is cancelled, please remove the booking and contact all relevant parties to inform them. Failure to do so may incur costs which will have to be covered by Informatics.
  Relevant parties may include reception, servitors (Steve Downes), Cleaners (Nicola Tait), Computing Support and David Wyse/Joanna Treichel.

RBS entry fields:

1. Name of event/meeting: This is the name that will show up in the room bookings overview.

2. Informatics Contact: Please fill in the DICE username of the main contact within Informatics. This person will receive a confirmation email once the booking is complete.

3. Secondary contact: This field can be used to either enter a DICE username for a second informatics contact or to enter an email address to send an email confirmation to an external booker.

4. Date:

5. Duration: This includes set-up and clean up time. Please note that events requiring changes to the setup of a room or AV support require at least an additional 30 minutes before and after the event added to the booking. Large events may require a longer set-up/clean up time, this should be included in the booking.

6. Start Time: This is the actual start time (excluding set-up) of the event for information of reception, cleaning and servitorial staff.

7. End Time: This is the actual finish time (excluding clean up) of the event for information of reception, cleaning and servitorial staff.

8. Number of people: Please look up the maximum occupancy numbers for all meeting rooms on XXX and contact David Wyse / Joanna Treichel when there are more than XXX people expected in the building.

9. Lay-out: Please note that our servitor can only assist in setting up rooms on the Ground Floor. For the meeting rooms on all other floors, you are responsible for changing the layout, and returning it to its default layout afterwards (see the default layouts on the MeetingRoomsCommittee page).

10. Catering: All catering should access the building via the Goods Entrance, never via the main entrance
Make sure the caterers have seen and follow the guidelines, see https://wiki.inf.ed.ac.uk/Vademecum/GuidelinesForMeetingRooms
It is important for the reception to know what catering company is expected for what meeting, as we regularly have more than one company in for different events and the receptionists need to know where to direct them to.
If the catering company requires access to the Ground Floor Professional kitchen, please notify David Wyse and/or Joanna Treichel (at least 2 work days in advance) as there is paperwork to be signed to comply with Food Hygiene Regulations. Please note that without a copy of the required signed paperwork, the key to the kitchen will not be handed out.

11. AV Info: For a list of all standard available AV per meeting room, see http://www.inf.ed.ac.uk/systems/AV.
For any additional requirements or help with the DICE machines, AV and smartboards, please contact support (at least 2 work days in advance). Failure to do so may result in no available assistance / equipment.
For instructions on how to use the AV facilities, please see http://www.inf.ed.ac.uk/systems/AV.
Please note that there is no AV support provided for external bookings.

Please do not move the AV cabinets - only support should be doing that.

12. Further details:	Please fill in any additional information that may be helpful to reception, servitorial staff, cleaning staff or other bookers, e.g. info on use of poster boards, movable wall, booked out resources etc. Information of who to send the EIT to when incurring charges for either servitorial or cleaning staff.
13. Rooms:	For a description of default lay-out, furniture, AV, max. occupancy numbers etc per room, see XXX. Please note that G.07 should not be booked for less than 60 people. The Turing room (5.42) can only be booked via the School Office. Lunches, drinks etc. should be planned in the atrium or in one of the mini forums, not in meeting rooms.
14. Type:	Please select the appropriate type for every single meeting/event you book as this information is used to manage the amount of external bookings.

Bookable resources:

General info: these items are maintained by XXX and kept in XXX.
When booking arrange a pick-up time with XXX

1. OHP
2. Poster boards
3. Conference phones
4. Flipcharts

AV - Bookable resources
These are restricted to a (number of) certain meeting room(s) and should be requested via the support form:

5.	Atrium	Large projector screen + lectern for use in atrium coffee point on level 1
6.	G.03	Projector
7.	G.07/07A	Lapel mics
		Table mics
		Handheld mics
8.	Mini Forums	Mobile Presentation Unit