



## UPDATES ON USING SDCOE MEETING ROOMS

Increased campus security affects how external groups access SDCOE meeting rooms. Check room availability by campus/date on the public grid: <http://ems.sdcoe.net/grid.asp>. Room reservations: 858-298-6897

\*Reminder: campuses JRRTC and SDCOE are both at the main Linda Vista campus.

### NEW PROCESSES

- We no longer have dedicated tech support staff on site, so any *specialty needs* (e.g. a hybrid meeting, or using the Comm Labs) require a request for assistance in advance.
- We have screeners at each campus checking in visitors rather than open access. Screener access is only during business hours (M-F, 7:30am – 5pm).

### BEFORE YOUR EVENT

- When you book, indicate if you require special technical assistance and your desired room set up on the application form. If the set-up is unusual, please provide a diagram.
- Provide a list of your attendees so the campus screener can check them in quickly and easily. You may need to station a staff member at the entry point to let attendees in on the day.
- Check with room reservation staff or the campus receptionists to see if other large events or campus construction may impact available parking.

### THE DAY OF YOUR EVENT

- Check in at the Information Booth; if necessary, one of those clerks can radio to have your room opened.
- If there is a temperature issue with the room, call M&O at 858-298-2193 from the room phone.
- SCREC does still require parking permits – distribute those to attendees to put on their dashboards.
- Masks are strongly encouraged indoors.

### SCREENER ACCESS HOURS

- **Main Campus: 7:30 am – 5 pm. SCREC: 8 am – 4:00 pm NCREC: 7:30 am – 4:30 pm**
- **Campus main phone numbers: MAIN 858-295-3500. SCREC 858-290-5931. NCREC 858-298-2077**

### Room Equipment

SDCOE meeting rooms are equipped with a projector/screen or LCD monitor; most have self-serve technology. Specific rooms have additional equipment. The only rooms with microphones are all Comm Labs (which require technician support) and room 401/402 on the main campus. We no longer have laptops or computer labs.

On podium control pads: “PC” is the computer built into the room; “Laptop” connects your device to the projection.

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