

ECHA shared room booking and usage guidelines; administrative levels 3, 4 and 5

These guidelines were created and approved by the ECHA APO Working Group. Bookings in all shared spaces are overseen by the ECHA Shared Administration Office (SAO).

Guidelines for shared room booking and usage on ECHA administrative levels 3, 4 and 5

1. Meeting rooms on the administrative levels are intended for the use of, and may only be booked by ECHA occupants.
2. Those who do not have space in ECHA, but belong to an occupant group¹ will forward their request through their designated contact.²
3. Non-occupant groups with pre-approval to request meeting rooms in ECHA (e.g. Office of the President, Provost, Senate or Board) will continue to submit bookings for consideration to ECHA.Admin@ualberta.ca.
4. Bookings on behalf of groups that do not belong to an ECHA occupant group (e.g. AHS) are not permitted. Such bookings will be declined and removed from the calendar.
5. Occupants may book their own meeting rooms to accommodate external requests during office hours.
6. Traditional classroom activities that involve students at any learner level are not permitted on the administrative levels (with the exception of an academic thesis/dissertation defence). This includes, but is not limited to, regularly scheduled classes, book-clubs, examinations, Academic Half Day; all such bookings will be declined and removed from the calendar.

Helpful information for booking reserved classrooms on lower levels (1 and 2)

- ♦ ECHA occupant groups have exclusive access to specific rooms on levels 1 and 2 for meetings, events or one-off classes involving students: Rooms 1-441 (seats 24), 1-447 (seats 24), and 2-407 (seats 16) are requestable through Google calendar's, *Rooms etc.*
- ♦ Keys for these rooms are signed out through the ECHA SAO prior to the meeting.
- ♦ If these rooms are not suitable for your needs, contact Exams & Timetabling at 492-5221 to find and book appropriate space.

Completing the request form

- ♦ In the "event name" section, please provide a short description that identifies the nature of your event. Please do not use vague terms such as "meeting" or "group work". Do not use acronyms unless they are universally understood and unambiguous (e.g. laser, scuba, NATO).
- ♦ Meeting of a sensitive or confidential nature should be identified with a description such as "Confidential HR Administration meeting"
- ♦ In the 'Description' box, enter the target audience (e.g. APO Working Group, Communications team, Hiring Committee).

Please note

- ♦ Bookings will end 10 minutes prior to the half hour/hour to allow buffer time between meetings. This is especially important when video-conferencing or other technical set-up is required.
- ♦ Bookings may be made up to one year in advance on a rolling schedule.
- ♦ In the unlikely event of a 'questionable' booking, you will receive an email requesting more information.
- ♦ Refused requests will be preceded by an email outlining the reason for refusal.



Please contact the ECHA SAO directly for the following:

- ♦ An unexpected meeting is needed and the booking is in a shared, 'requestable' meeting room
- ♦ Access to administrative levels for meetings outside regular floor hours (M-F: 7 a.m. to 6 p.m.)
- ♦ You have questions as to the appropriateness of an event in shared meeting space.
- ♦ To arrange to sign out keys for rooms booked on levels 1 or 2.

Please remember to remove bookings that are no longer required.

¹ e.g. Faculty of Pharmacy staff who reside in Katz

² A full list of contacts can be found on [the ECHA web site](#).

Untitled event

20/10/2013 09:00 to 11:50 20/10/2013 [Time zone](#)

All day Repeat...

Event details [Find a time](#)

Where

Video call [Add video call](#)

Calendar

Description

Attachment [Add attachment](#)

Event color

Reminders No reminders set [Add a reminder](#)

Show me as Available Busy

Privacy Default Public Private [Learn more about private vs public events](#)

Add: [Guests](#) | [Rooms, etc.](#)

Filter room Show only available

- ▶ ECE
- ▶ ECERF
- ▶ ED
- ▶ EXMPL
- ▶ F&O
- ▶ Other Resources

[Close](#)

Guests can modify event invite others see guest list