

Booking Request Infos – South Hall Videoconference Room SH-229

I. Room Reservation

- Located in South Hall between 1st and 2nd Floor.
- Room Scheduling, Organization and Technology Contact:
Kai Mettler (irc-multimedia@jacobs-university.de), Tel: +49421-200-4613
- Room Availability Check:
Outlook Calendar/Shared Calendars/SH Video Conference Room

II. Policies

- The South Hall Videoconference Room may only be used by faculty and staff to conduct a videoconference, teleconference or webconference. The room can also be booked in exceptional cases, e.g. project meetings with external guests related to a DFG or EU-project.
- A test call is mandatory early enough before the conference.
- Food and drinks are *prohibited* in the room. In case a room for catering is required please use room SH-0.04 (basement South Hall West).
- SH-229 is available during business hours, Monday through Friday, 9 a.m. to 5 p.m. A transponder to open and close the room(s) can be borrowed in case the event goes several days.
- The individual requesting the room is responsible for the condition and proper use of the room, complying with the policies, and ensuring that all deficiencies are corrected immediately.
- It is imperative that the room be cleaned and returned to the original setup in preparation for the next user, including moving tables and chairs back to their original location. A Jacobs cost center number has to be submitted in order to mandate Fa. Völpel to clean SH-229 and also SH-0.04 if used.
- Please report any problems or damages *immediately* to Kai Mettler. Any damages or cleanup costs will be charged to the person who made the reservation.

III. Seating Capacity

- This room seats up to 50 people without and 30 people with tables
- Three small Satellite offices next to the Videoconference Room are available i.e. for group working.

IV. Cancellations

- Please notify Kai Mettler as soon as possible if you need to cancel your reservation and/or change the time you wish to use the room.

V. Technology and Equipment

- The South Hall Videoconference Room is equipped with:
 - LifeSize Room 220 Audio Video Conferencing System
 - LifeSize Conference Phone
 - Webconference (Skype, Adobe Connect), teleconference
 - Two Data Projectors
 - Two videoconference cameras
 - PC computer that boots into Windows 7 with Office suite
 - Floor podium with 2 microphones
 - Three wireless microphones, one clip microphone
 - Several Power outlets and VGA/Audio inputs (for Laptops)
 - Presentation remote
 - Document Camera
 - Blu-Ray/DVD Player
 - Flip chart (movable)
 - Telephone
 - DVB-T Receiver

Please contact Kai Mettler

Mail: irc-multimedia@jacobs-university.de

Phone: +49-421-200-4613

early enough to discuss and and plan your conference.

If you book South Hall Videoconference Room SH-229, you agree to abide by the policy stated above
Thank you for your cooperation.



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