

## OHMES G253 Meeting Room Usage Guidelines

The Office of Health & Medical Education Scholarship (OHMES) has a meeting room (G253 Heritage Medical Research Building) available for booking. The room can accommodate small meetings up to 8 people, with a large meeting table and video/teleconferencing capabilities.

### ***Purpose***

The primary purpose of G253 is for use for meetings relating to medical education and medical education scholarship. Requests to book meetings in the space for other purposes will be considered on a case-by-case basis.

### ***Booking Process & Availability***

G253 is available on a first come first serve basis, with priority as follows:

1. OHMES Advisory Committee and staff
2. OHMES members (OHMES membership is open and free to everyone at <https://cumming.ucalgary.ca/office/ohmes/membership>)
3. Members of the Cumming School of Medicine (CSM) medical education community
4. Others in the CSM (this is a special request and will be considered on a case-by-case basis depending on availability)

The room can be booked between 8am to 6pm Monday to Friday, subject to availability.

To book G253, please contact [ohmes@ucalgary.ca](mailto:ohmes@ucalgary.ca).

### ***Room Usage***

Please note that there are offices on three sides of G253, with sound carrying between them. We request that you are respectful of those working around you and avoid confidential discussions while in the room.

There are written instructions for all of the equipment in the room. Please turn off the monitor when your meeting ends. Contact OHMES staff in G251 if the equipment is not functioning correctly.

If there is catering for your meeting, please ensure that the room is clean when you leave and that a catering team will pick up the dishes the same day.

### ***Videoconferencing & Teleconferencing***

If you plan to use videoconferencing for your meeting (e.g. Skype), please ensure that you have an account set up for this purpose. If you plan to use teleconferencing for your meeting, please ensure that you have a teleconference number. In special cases, the OHMES teleconference account can be accessed for this purpose (this is a special request and will be reviewed case-by-case).