

Safford Unified School District

Conference or Boardroom Use Procedures

Scheduling:

To schedule the boardroom or conference room, simply create a calendar event on your Google calendar and invite the BOARDROOM or CONFERENCE ROOM as a guest.

Add guests

Boardr
"Board Room" <boardroom@saffordusd.com>
Add

Guests can

- modify event
- invite others
- see guest list

After you have added them as guests to your event, you can check to see if the room is available by clicking on the FIND A TIME tab in the event details. (Notice that there is already something scheduled in the boardroom on this date and time)

The screenshot shows the Google Calendar interface for an event titled "Technology Meeting (C Elders)" on Monday, July 29, 2013, from 9:00am to 10:00am. The "Find a time" tab is highlighted with a red circle. Below the event details, a calendar view for the "Board Room" is shown. A conflict is visible in the 9:00am to 10:00am slot, indicated by a red hatched area. The conflicting event is titled "7:30 - 8:00 GRRLS Next Meeting".

After you created the event, you will receive an email indicating your event has been accepted or declined by the calendar manager. Being declined means there were conflicts with the schedule, so you can edit your calendar event with a different time, or date. Then when asked if you want to update guests, click yes.

After scheduling use of the Boardroom or Conference Room, please review the following procedures.

Prior To Meeting:

1. Make arrangements with the Technology Department for any technology needs at least **24 hours prior to your meeting**. This includes the need to project, hook up laptops, use document camera, use DVD, etc. If technology issues arise during your meeting, please call 965-3222.
2. Please come early to set up the room the way you need it for your meeting.
3. Check the room temperature and set it as needed. Control is located behind the flag in NE corner of room.

After the Meeting:

1. Leave the room set up the way you arranged it. The next person will arrange it to meet their needs.
2. If trash cans have been used, please place them in the hallway so custodian can empty them.