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**WEST VIRGINIA  
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

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## **Conference Room Scheduling & Usage**

### **Overview**

The West Virginia Clinical & Translational Science Institute recognizes the importance of having conference room space to conduct business-related meetings. The WVCTSI Administrative staff will handle all booking, reservations, and scheduling of the WVCTSI Conference Rooms.

### **Purpose**

The purpose of this policy is to identify the procedure by which the WVCTSI Conference Rooms are reserved and who has authority to schedule and reserve the space.

### **Scope**

This policy applies to all administrative and professional staff funded in part or in whole by the WVCTSI, as well as affiliated agencies.

### **Clarification**

The policy detailed here applies to anyone who needs the use of the WVCTSI Conference Rooms to conduct meetings at WVU HSC.

### **Definitions**

**Staff** – administrative or professional personnel whose primary appointment rests with the West Virginia Clinical and Translational Science Institute

**Agencies** – West Virginia University, West Virginia University Research Corporation, West Virginia University Medicine doing business as WVU Medical Corporation or University Health Associates, Charleston Area Medical Center, WV School of Osteopathic Medicine

# Policy

The WVCTSI Administrative team must be notified of all WVCTSI conference room reservations and scheduling needs.

Once a day and time is identified and requested for a meeting, the WVCTSI Administrative team will reserve and schedule the meeting in the Outlook calendar shared with WVCTSI staff. The decision to cancel and/or move the meeting to accommodate another request can only be made if requested by the WVCTSI Administrative Core, including Director/PI, Director of Strategic Operations, Director of Research Administration, and the Director of Scientific Development.

WVCTSI will also allow affiliated agencies to hold meetings in the conference rooms, pending availability. The Administrative team will make every effort to accommodate requests as they are made.

## Procedures

Anyone with conference room needs shall contact WVCTSI Administrative staff, which includes Administrative Assistant, Senior Program Assistant, and/or Administrative Manager to reserve the WVCTSI conference room.

### Scheduling the WVCTSI Conference Room:

1. Contact WVCTSI Senior Program Assistant (or his designee) to inquire about conference room availability
2. WVCTSI Administration Team will confirm or deny a reservation request based on availability. Number of participants will also be taken into consideration when assigning a conference room for the meeting to best maximize available space.
3. If confirmed for the large conference room, the time and date of meeting will be added to the WVCTSI Conference Room Calendar, which is shared to all Staff whose primary employment resides with the West Virginia Clinical and Translational Science Institute.
4. The requester must indicate what type of meeting is being conducted, how many people plan to attend, if catering is included, and possible audio/visual needs which include video conferencing, teleconferencing, and digital presentation capabilities. For those funded in part or in whole by WVCTSI, these capabilities will be executed by WVCTSI Administrative staff.
  - For those that aren't funded/supported by WVCTSI and need support from IT for MDTV, video, and network connectivity issues, the link for MDTV support is listed below:

- <http://its.hsc.wvu.edu/forms-and-requests/mdtv-videoconferencing-request/>

**Conference Room Usage:**

1. Each morning, the large conference room schedule will be posted on the door of the large WVCTSI conference room for reference. Conference room users should be respectful of the schedule.
2. Staff and colleagues from affiliated agencies are welcome to utilize the conference rooms on an impromptu basis if they are vacant.
3. Those using the conference rooms should leave them clean and tidy following usage of the space.

**Roles and Responsibilities**

The responsibility for interpretation of this policy rests with the WVCTSI Director of Strategic Operations.

**Approval and Authority to Proceed**

I approve the project as described above, and authorize to proceed.

<b>Name</b>	<b>Title</b>	<b>Date</b>
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	3/07/17



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 Approved By 3/07/17  
Date