

MAIN CAMPUS CONFERENCE ROOM SET-UP FORM

Today's Date _____ Beginning Time _____

Month/Day/Year _____ Ending Time _____

*Day of the Week _____ # Expected to Attend _____

***All weekend requests must be forwarded to Maintenance in the Operations & Maintenance Building**

Title/Nature of Meeting _____

BOCES Contact Person _____ Extension _____

AVAILABLE ROOMS	CHAIRS ONLY	TABLES W/CHAIRS	OTHER DIAGRAM
<input type="checkbox"/> Seneca Large	145	108	
<input type="checkbox"/> Seneca Small	35	30	
<input type="checkbox"/> Seneca Combined	180	138	
<input type="checkbox"/> Cayuga	70	64	
<input type="checkbox"/> Canandaigua	45	38	
<input type="checkbox"/> Owasco	45	38	
<input type="checkbox"/> Skaneateles	30	18	
<input type="checkbox"/> Honeoye	70	64	
<input type="checkbox"/> Onondaga (200 Elwood)	100	80	
SET-UP & NEEDS			
<input type="checkbox"/> Tables in a square			
<input type="checkbox"/> Tables in groups of _____			
<input type="checkbox"/> Theater style (chairs only)			
<input type="checkbox"/> Classroom style (tables & chairs)			
<input type="checkbox"/> Other (draw diagram to the right)			
<input type="checkbox"/> Podium			
<input type="checkbox"/> Video conferencing equipment			
<input type="checkbox"/> Smartboard			
<input type="checkbox"/> Easel			
<input type="checkbox"/> Publish on display screen			

Conference rooms are equipped with a computer with internet access and LCD projector and display screen. All other equipment and supplies such as easel paper, overheads, markers, pens, pencils, tape, shears, etc. must be provided by those using the room. There will be no tech support available on weekends.

If there is any change in the date or time of your meeting, or in the event of cancellation please notify Alex at 315-433-2600. If there is an emergency school closing the conference rooms MAY NOT be available. Please call ahead.

RETURN THIS FORM TO:
OCM BOCES Main Campus
ATTN: Front Desk
PO Box 4754
Syracuse NY 13221