

## 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              |               |
| <b>SET-UP &amp; NEEDS</b>                                  |             |                 |               |
| <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 Sarah 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