CNYRIC/RODAX 2
CONFERENCE ROOM SET-UP FORM

Today’s Date: ____________________________

Available Rooms - Rodax 2

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Chairs Only</th>
<th>Tables w/chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ontario</td>
<td>40</td>
<td>30</td>
</tr>
<tr>
<td>Erie</td>
<td>40</td>
<td>30</td>
</tr>
<tr>
<td>Ontario &amp; Erie</td>
<td>80</td>
<td>60</td>
</tr>
<tr>
<td>Huron</td>
<td>n/a</td>
<td>10</td>
</tr>
</tbody>
</table>

Month/Day/Year: ____________________________

Day of the Week: ____________________________

Beginning Time: ____________________________

Ending Time: ____________________________

# Expected to Attend: ________


Specify Room Set-up

☐ Tables in a square
☐ Theater style (chairs only)
☐ Classroom style (tables & chairs)
☐ Other: draw diagram
☐ Open wall

Diagram

Indicate equipment needed

☐ Podium
☐ Conference phone
☐ Announcement board (what time does meeting begin?) ____________________________
☐ Video Conferencing Equipment
☐ Smartboard
☐ Easel
☐ Laptop Cart
☐ Publish on web
☐ Add software (provide on media to Helpdesk no later than one (1) week prior to conference)

Title or Nature of Meeting ____________________________

Name of BOCES Contact Person: ____________________________

Extension: ________

*All weekend requests must be forwarded to Kristin Ryan in the Operations & Maintenance Building so coverage can be arranged.

Conference rooms are equipped with a computer with internet access and LCD projector and white board. 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.

RETURN THIS FORM TO: Ami Ineich: OCM BOCES, CNYRIC., PO Box 4866, Syracuse, NY 13221

If there is any change in the date or time of your meeting, or in the event of cancellation, please notify Ami Ineich at (315) 433-8300. If there is an emergency school closing the conference rooms MAY NOT be available. Please call ahead.

09/19