OCMBOCES
Committed to Your Success

MAIN CAMPUS
CONFERENCE ROOM SET-UP FORM

Today's Date: _____

Month/Day/Year _____

Day of the Week _____

Beginning Time _____

Ending Time _____

Expected to Attend _____

Available Rooms	Chairs Only	Tables w/chairs
☐ Seneca - Large	145	108
☐ Seneca - Small	35	30
☐ Seneca - Combined	180	138
☐ Cayuga	70	64
☐ Canandaigua	45	38
☐ Oneida (1st floor)	80	60
☐ Owasco	45	38
☐ Skaneateles	30	18
☐ Honeoye (basement level)	30	18

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

Title or Nature of Meeting _____

Name of BOCES Contact Person: _____ Extension: _____

Specify Room Set-up

☐ Tables in a square

☐ Theater style (chairs only)

☐ Classroom style (tables & chairs)

☐ Other: draw diagram

Diagram

Indicate equipment needed

☐ Podium   ☐ Video Conferencing Equipment   ☐ Easel

☐ Conference phone   ☐ Smartboard   ☐ Laptop Cart

☐ Announcement board (what time does meeting begin?) _____   ☐ Publish on web

☐ Add software (provide on media to Helpdesk no later than one (1) week prior to conference)

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: Nicole Kane at nkane@ocmboces.org or OCM BOCES, PO Box 4754, Syracuse, NY 13221

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