



Conference and Meeting Room Resource Guide

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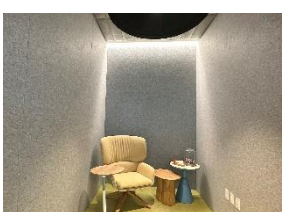
The purpose of this document is to support employees with choosing the right room for their individual and team meetings. This guide will ensure that everyone has an opportunity to meet in the most effective way possible.

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Reservable Conference Room Types

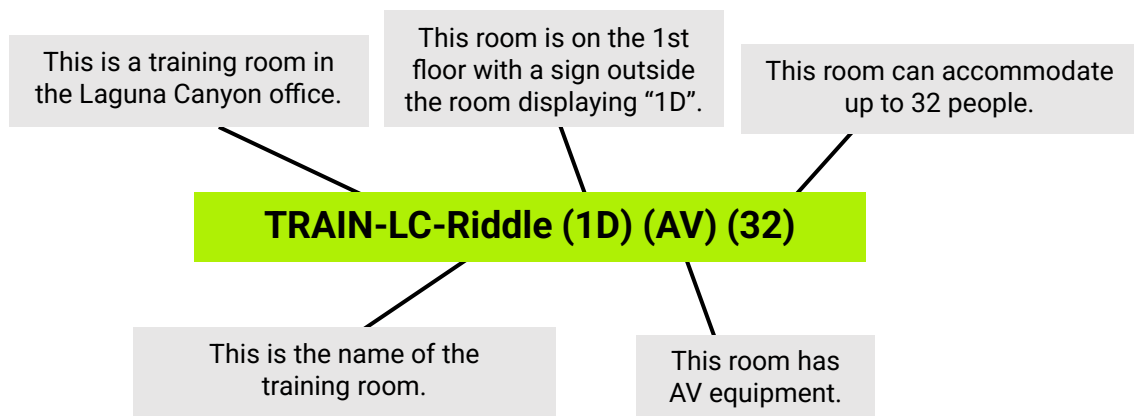
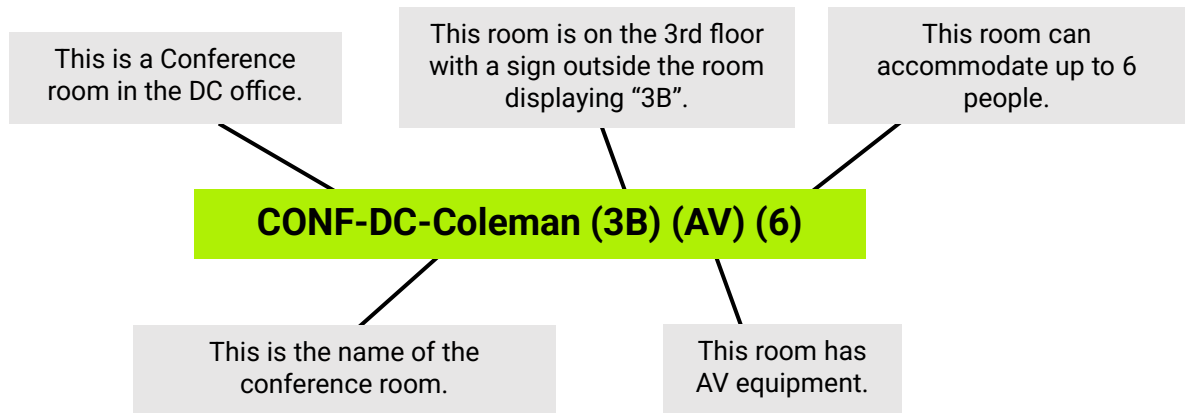
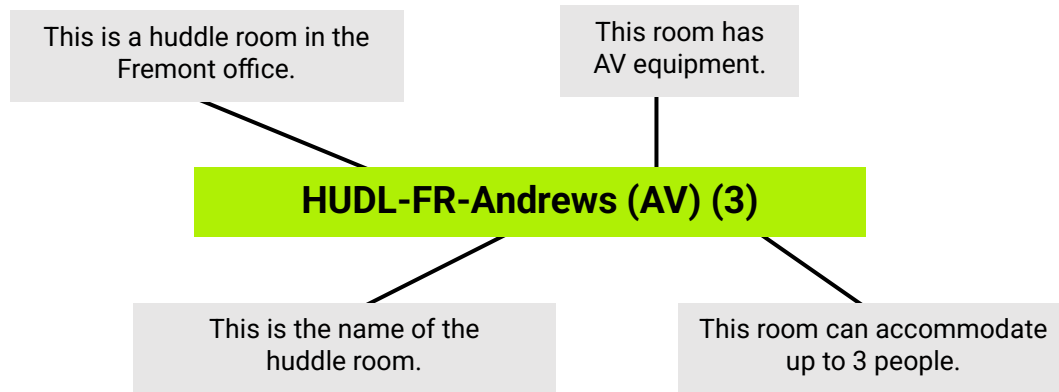
There are a number of room types to suit your individual and team needs. Please review the information below before setting up your next meeting.

Type	Description	Dos	Don'ts	Useful Tips
Conference Rooms 	These room names begin with CONF and are traditional, enclosed conference rooms – always with AV equipment.	Ideal for private in-person & video meetings.	Avoid booking for only 1-2 people.	These rooms are always in high demand. Avoid over-booking and release reservations if you don't use them.
Huddle Rooms 	These room names begin with HUDL and are smaller conference rooms.	Ideal for private calls and quick chats with 2-4 people.	Avoid booking for larger groups.	Not all huddle spaces have AV. Be sure to check the name before booking.
Training Rooms 	These room names begin with TRNG and are large meeting areas with a lot of seating.	Ideal for training, events and meetings with a large in-person attendance.	Avoid booking for normal calls and smaller groups.	Notify Facilities & IT about upcoming events to ensure you get the support you need.
Phone rooms 	These room names begin with PHNE and are small rooms meant for 1-2 people.	Ideal for private calls, quick chats and one-on-ones.	Avoid booking for groups and reserving for an extended period of time.	Most phone rooms lack AV equipment.

Idea Labs 	These room names begin with IDEA and are open area spaces used for whiteboarding and collaboration	Ideal for in-person teams to work on tasks together.	Avoid meetings with dial-in attendees and private calls.	These spaces do not have normal conference equipment. Instead, they use smart displays to support whiteboarding.
Incubators 	These room names begin with INCU and are similar to Idea Labs. They provide an open area space for whiteboarding and collaboration.	Ideal for in-person teams to work on tasks together.	Avoid meetings with dial-in attendees and private calls.	These spaces do not have normal conference equipment. Instead, they utilize smart displays to support whiteboarding.
Offices 	These room names begin with OFCE and are private offices. Some have been assigned to and are booked by executive assistants.	Ideal for members of leadership and their assistants.	Avoid using for meetings, private chats, etc.	Not all offices are equipped with AV systems. Please check the name and look for the (AV) tag!
Wellness Rooms 	These room names begin with WELL and are private spaces where employees can take a time-out to address personal needs.	Ideal for nursing mothers, religious practices, meditation, etc.	Avoid using for any work-related activities.	By law, nursing mothers take priority for use of these spaces.

How Rooms are Named and How to Find Them

Room names have been set up in Outlook for employees to easily understand the type of room, the building location, capacity and whether the room is equipped with AV equipment. Here are three examples:



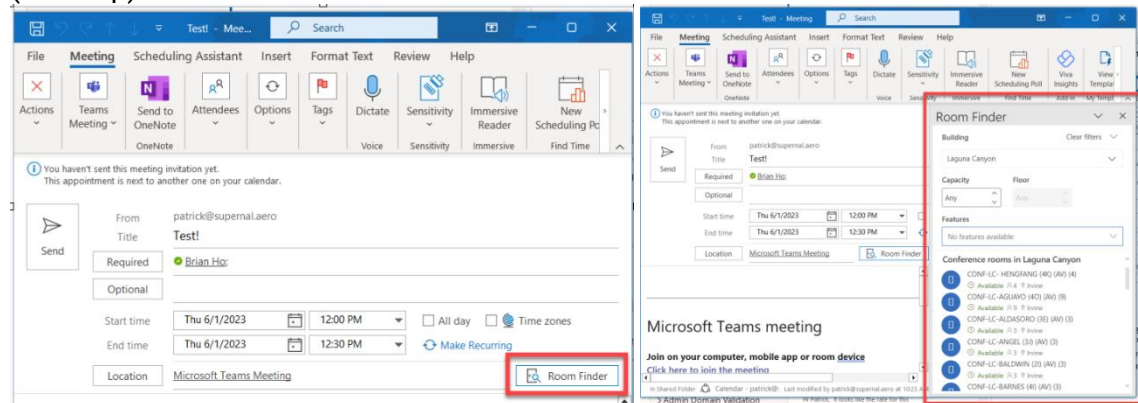
How to Book a Room

There are four (4) ways to reserve a room. Below, you will find an overview of each method.

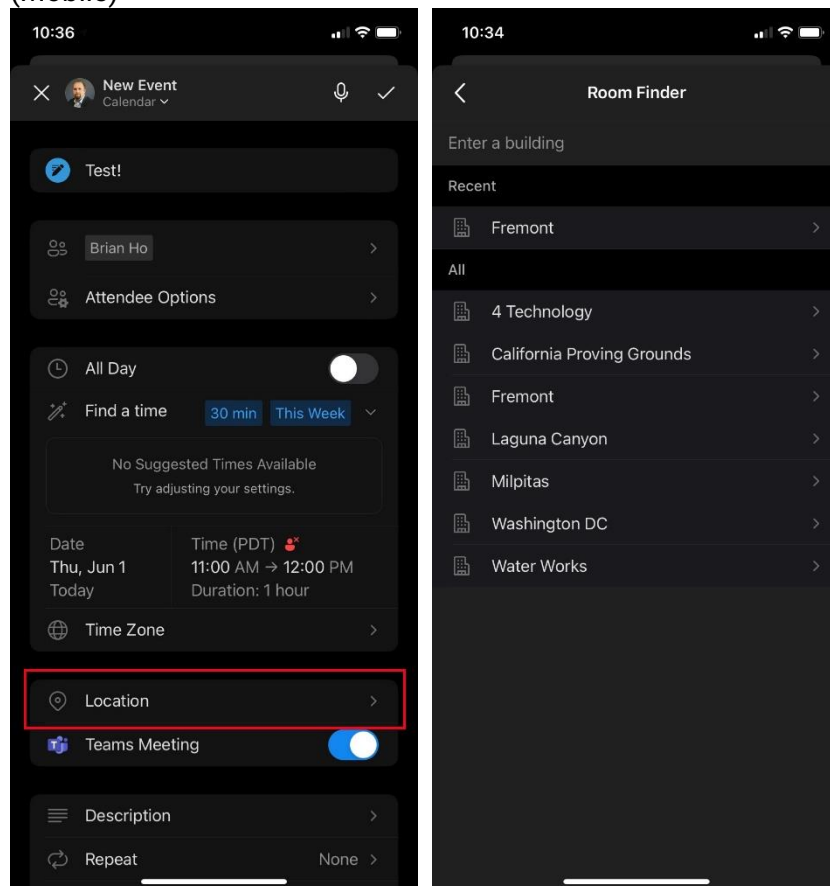
1. Use the Room Finder option when creating a calendar invite.

This easy-to-use option allows you to filter by room location and capacity, showing all available rooms based on your search criteria. This works on both the desktop and mobile apps.

(Desktop)

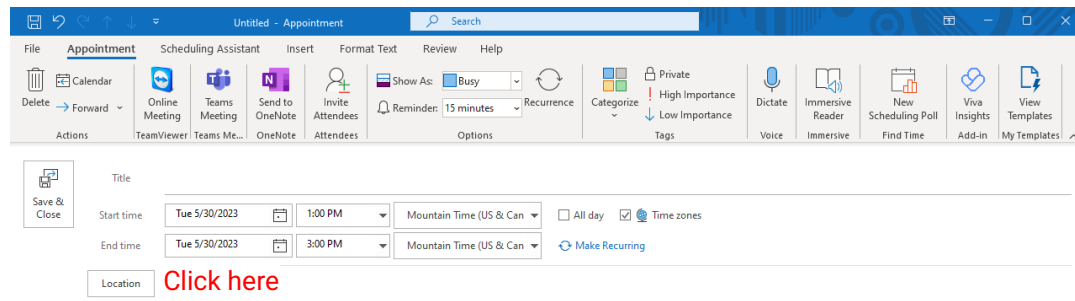


(Mobile)



2. Add the room to the “Location” section of an Outlook calendar invite.

To do this, open a calendar invite and click on the “location” section. Then, using the naming convention above, search for room that fits the needs of your meeting. Outlook will show which rooms are available. If you select a room that is not available, you will receive an email declining the Outlook invitation.



3. Forward an Outlook invite to the email address of the room.

If you have an existing meeting invite, simply forward it to the room email address. If the room is not available, you will receive an email declining the meeting forward.

4. Use the room scheduler device just outside of the room.

Outside of each room, there is a room scheduling device that allows you to book that specific room at that moment. If the light is green, that means the room is available. If the light is red, the room is reserved. **Please note:** Common area meeting spaces (Idea Labs and Incubators) do not have this feature.



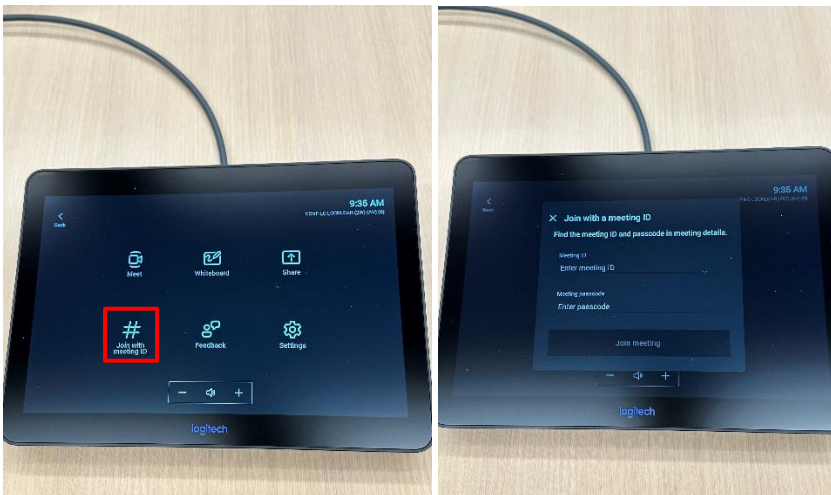
Connecting to a Room

There are several ways to connect your meeting to a room. Use one of the options below to ensure a smooth start to your meeting.

1. **Control Pad/Touchscreen Devices:** If the room was included in your event, the control pad or touchscreen device will allow you to join with one tap.

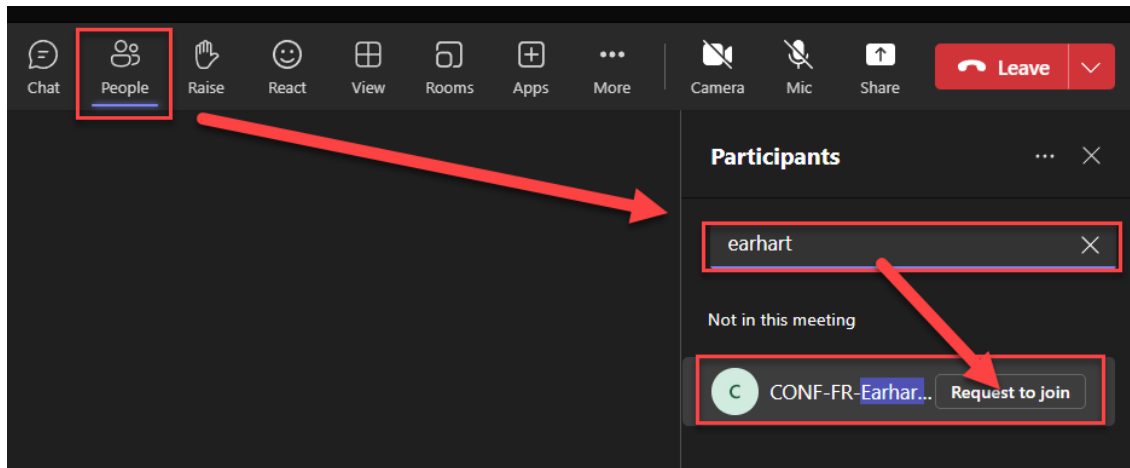


2. **Teams Login Info:** Join a meeting by using the meeting ID & passcode. This feature is located under the “more” option on the control pad or touchscreen.

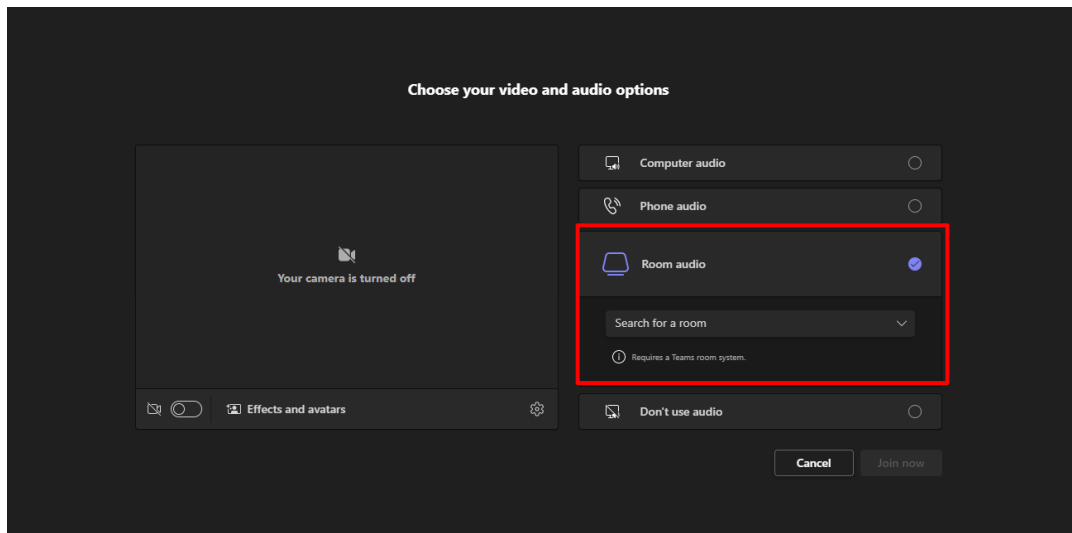


3. **USB-C Cable:** Connect using the USB-C cable in the room. This will automatically share your screen.

4. **Calling the Room:** Have the host or an attendee invite the conference room to a live call using the "people" tab within the MS Teams meeting. You can use the conference room email address to complete this step.



5. **Using Your Laptop:** Join the call using your laptop. To do this, join the Teams meeting. On the call preview screen (before you join the meeting), select "Room Audio" and select the room you are in.



Sharing Your Screen in a Room While on a Call

To do this, use one of the three (3) options below:

1. Connect using the physical video cables in the conference room.
2. Join the call and choose “no audio” when setting up your camera and audio. Your Teams app may recognize that you are in a room and suggest you select the “no audio option.” Once connected, share your screen like in any other Teams call.
3. Use the control tablet on the desk or touchscreen to invite yourself to the call which will “ring” your laptop Teams app.

How to Get Help

Your IT and Facilities teams are here to help! If you encounter any issues or have questions, please reach out.

- For technical support when using the AV equipment, email IT at itsupport@supernal.aero.
- For issues with the furniture or if the equipment is not working, email Facilities at facilities@supernal.aero.