



Internal Reservation Procedures

The following procedures have been established to assist in conference and meeting room reservations and room use.

- **Reserving a Conference or Meeting Room:** This is done through our GroupWise system.
 - In GroupWise, you will find the following **conference** rooms to book: The Albany Room, The Schoharie Room, The Schenectady Room or, to use the entire room, book all three conference rooms at once.
 - In GroupWise, you will find the following **meeting** rooms to book: The Capital Room or The Saratoga Room.
 - If a room is already booked, then you will need to select another room for your use. Conference and meeting rooms are booked on a first come, first served basis. Please select the room(s) that will best meet your needs.
 - Maximum occupancy is as follows:

CONFERENCE ROOMS – See attached diagram

- The Albany Room:
 - Classroom Style: 30
 - Theater Style: 60
- The Schoharie Room:
 - Classroom Style: 24
 - Theater Style: 48
- The Schenectady Room:
 - Classroom Style: 18
 - Theater Style: 40
- All three Conference Rooms together without dividers:
 - Classroom Style: 100
 - Theater Style: 150 capacity (118 chairs available. Will need to find another location for table storage.)

MEETING ROOMS

- The Capital Room: 10
- The Saratoga Room: 16
- Textbook Building: 10-12 (20 Walker Way, Colonie (kitchen/meeting room) as an alternative if no other meeting rooms are available for SSS staff, from October-May. The kitchen/meeting room should be cleaned and left the way it was when you arrived. For approval and to reserve the room, contact Anne McCoy at 464-5123 or amccoy@gw.neric.org.

- **Map/Directions:** See attached.
- **Cancellation:** If you need to delete a room reservation, send an e-mail message to Heather Faubert. Vicky Schweizer is a backup.
- **Use of Equipment:** The Albany Room has a ceiling mounted LCD connected to the internet, the capacity to show videos and DVD's, an Elmo (projects paper/overheads on a screen), a pull down screen, a speaker system with a wireless microphone, a hand-held remote/mouse, and a lectern. (The remote requires software on the CD in package with remote, transmitter and batteries to be added to your computer.) A desktop computer is housed in the lectern. **The wireless microphone and remote must be signed out with**

Heather Faubert. Every department has a lectern key. See the attached “Directions for Using AV Equipment/Lectern”.

All other rooms have a pull down screen or portable screens, network drops, and a flip chart stand. There is one portable TV/VCR available that can be reserved on GroupWise. All other equipment and supplies must be provided by the person using the room.

Heather Faubert needs to be informed when equipment is in need of repair.

- **Food/Refreshments:** Food for workshops provided by the Capital Region BOCES must be arranged through the bid-approved caterer. The caterer is: Maurice’s.
- **Supplies:** The following supplies have been purchased for use if food is not being ordered or a caterer is not being used:
 - 2 40-cup coffee urn (on counter in the galley)
 - 1 12-cup coffee maker (in the Capital Room)
 - 4 water pitchers (in cabinet above sink in the kitchen)
 - 2 hot/cold carafes (in cabinet above sink in the kitchen)These items need to be cleaned and returned after the session.
- **Food Set Up:** There is a “galley” area near the conference/meeting rooms that has counter space available for food set up. When more than one room is booked at one time, food area set up is as follows:
 - The Schenectady Room = galley counter near sink or table next to door.
 - The Schoharie Room = galley – table outside door.
 - The Albany Room = counter top in the hallway outside the Albany Room.
 - The Capital Room: on the counter inside this room.
 - The Saratoga Room: on a table inside this room.
 - NOTE: The caterer may need to deliver food to one or all five rooms. The facilitator(s) will need to:
 - Place a sign with the name of your workshop in the clear frames (located on counter or in counter drawer) on the counter or table to direct your attendees to their food/refreshments.
 - Place a copy of the catering order on the room’s designated food counter or table to ensure the caterer knows which food order to leave on which counter.
- **Set Up:**
 - A Facilitator Checklist is attached for your information and use.
 - The person/program reserving the meeting space is responsible for room set up including but not limited to, furniture arrangement, AV equipment, handouts and food as indicated above. **Custodial assistance is not available.**
 - Each program has been given a conference room key.
 - Dividing panels need to be opened and closed by facilitators. There are two cranks available to be used for this purpose. One is in Pete’s office and needs to be signed out; the other is in the second drawer of the counter outside the Albany and Saratoga Rooms.
 - Please do not tape or tack anything to the walls. When you need to hang paper on the walls, you will need to use “post-it” flip chart paper.
 - Use the signboard on main lobby wall to direct people to your room. Key is in drawer with crank.
 - Unused tables and chairs are to be stacked in the indent areas in the Albany and Schenectady rooms on the designated carts.

➤ **Clean Up:**

- Facilitators are required to clear and wipe down all tables and food counters at the end of the meeting. Storage for the cleaning supplies is in the cabinet to the left of the sink in the galley area. Please tell Heather Faubert when supplies get low.
- Facilitators are required to discard, take home, or arrange for someone to take all leftover food from the meeting. It is the facilitator's responsibility to ensure that the room appears presentable when the meeting is over. Please remember, that some meetings are scheduled back-to-back, and there is not custodial assistance available to clean up or re-arrange furniture.
- All materials left (handouts, etc.) must be taken with the facilitator or discarded.
- If furniture was moved from one room to another, please move it back when your session is over.
- If the lectern was used, be sure it is shut down and locked.

➤ **Important:**

- Facilitators are responsible for informing all presenters of the conference room procedures.
- Facilitators need to review the methods of egress in case of fire or fire drills at the start of each session. Refer to Fire Evacuation plan posted in room.
- BOCES is a non-smoking facility. Smokers need to follow the building smoking policy and go to the Sand Creek Road exit to smoke.
- Telephone usage is limited to local calls. The telephone located in the galley marked "Emergency" is available for this use. No need to dial "9" for an outside line.
- The copy machine is for the use of regular staff only.
- Conference/meeting attendees are not allowed into secure areas unless accompanied by a School Support Services employee.
- Every department has a lectern key and a conference room key.
- Do not sit or stand on tables. A ladder will be stored in the copy room for use, if needed.

➤ **Procedures for After Hours Door Access**

- The BOCES lobby doors are open from **7:00 am to 4:30 pm**. Door access for events outside of these hours need to be scheduled with Danielle Havel one week prior to the event.
- Notification to Danielle by email is required to keep records of requests. Email Danielle at dhavel@gw.neric.org one week prior to the event. Danielle will email a confirmation to you.
- Cancellations should also be sent to Danielle via email as soon as possible. This is imperative so the building's security not be compromised by open access after hours.
- In the event that Danielle is out of the building – Ken Petersen is the back-up for reservations and cancellations. Ken's email is kpeterse@gw.neric.org.
- Please note – It is the responsibility of the trainer or presenter to notify their participants of the limitations of the building access. We only have control over the BOCES lobby doors. The outside doors are controlled by the landlord and are only open from 6:00 am to 6:00 pm. If there is a need to go outside after these hours you will need to have someone inside to let you back in. Saturday and Sunday hours are 9:00 am – 2:00 pm

- **Attachments:** Facilitator/Presenter Checklist for Conference & Meeting Rooms
 Directions for Using Lectern/AV Equipment
 Directions
 Floor Plan

- **For your information, employees other than School Support Services will be allowed to reserve the Capital and Saratoga Rooms only. Non-School Support Services employees can reserve the Albany, Schoharie and Schenectady rooms as approved by Peter Kopcha only.**

Thank you in advance for your assistance in keeping our conference and meeting rooms clean and presentable.

FACILITATOR/PRESENTER CHECKLIST

Room Set Up

- ❑ Arrange furniture and folding partitions as necessary
- ❑ Use the signboard on main lobby wall to direct people to your room.
- ❑ Place catering order on counter or table
- ❑ Place sign with the name of workshop in clear frame on counter
- ❑ Inform presenters of Conference Room/Meeting Room procedures
- ❑ Inform participants of methods of egress in case of fire or fire drills. See Fire Evacuation plan posted on walls
- ❑ Inform participants of no smoking policy – Sand Creek Road exit only
- ❑ Discuss local telephone usage only – phone is located in galley (no need to dial 9 for outside line)
- ❑ Inform attendees that they are not allowed in secure areas unless accompanied by a Capital Region BOCES employee

Food Set up

- ❑ Saratoga Room – on table inside of room
- ❑ Capital Room – on counter inside of room
- ❑ Schenectady Room – galley – counter near sink or table
- ❑ Schoharie Room – galley – table outside door
- ❑ Albany Room – counter top in hallway outside of room

Clean Up

- ❑ Wipe table and counters
- ❑ Discard or take leftover food
- ❑ Materials/handouts must be discarded or taken
- ❑ Move furniture back to room if moved to another
- ❑ Shut down lectern, return keys, return any wireless equipment

Directions for Using Lectern/AV Equipment

Be sure to read all directions before using equipment

Lectern

- Unlock lectern doors (each program has a key)
- Check all lectern equipment power supply cords for tight connections.

AV Equipment

- Contact Heather Faubert (ext.3900) to sign out and pick up the following equipment:
 - Flat screen monitor
 - Wireless Microphone – check battery
 - Remote Mouse – allow time to charge batteries
 - Wireless keyboard – range of 10 feet
- If using computer, power up computer first.
- **Touch control screen on lectern to activate system** (twice if screen is blackened). All AV equipment is controlled from this screen.

Computer

- All presenters **are required** to use the PC housed in the lectern **if** they need internet connection.
- Power up computer (located in lectern cabinet).
- Touch control screen on lectern to activate system.
- Touch the word computer on the bottom of the control screen – overhead screen will lower and LCD will turn on.
- Be patient – there is a 20-30 second lag time before information appears.
- **User name and password are both sss.**
- Your presenter **will have** internet access, however **ONLY** using our computer in the lectern.

Laptop

- Presenters may use their own laptop, **connecting to the LCD projector only.**
- Laptops may **not** connect to the SSS server. Laptops will **not** be allowed internet access.
- If internet access is needed, you **must** download your presentation on a floppy or CD format and use the lectern computer.
- Connect laptop to console on lectern using VGA cord provided.
- Plug laptop power cord into wall outlet or power strip inside lectern.
- Turn on your laptop.
- Touch LCD display on lectern control screen – screen will lower and LCD will turn on.
- After logging on, press Function F7 or Function F8 (the one marked LCD) on laptop– computer display will now appear on AV system screen - **Be sure input B is selected** (if needed, use input button on top of AV equipment remote located in lectern drawer).

Sound System

- The sound system is set to come on automatically when the system is activated. Sound will transmit to all three conference rooms.
- Control microphone volume by touching “+” **or** “-“ on the control panel.

- Wireless microphone volume is also controlled by touching “+” or “-“ on the control panel.
- Microphone volume for Schoharie and Schenectady rooms is controlled in each room by a white knob on the wall next to each screen.
- When using a laptop, presenters can also use stand-alone speakers for best sound projection (must bring own set-up).

VCR/DVD Player

- VCR/DVD player is located inside right door of lectern
- To activate, select either VCR or DVD on bottom of lectern control screen
- If unable to control (play, rewind, etc.) from lectern control screen, you can use the Panasonic remote located in the lectern top drawer.

ELMO

- ELMO (overhead projector) is in drawer on right side of lectern
- Open drawer
- Turn on power (on back of ELMO)
- Unfold lamp arms and camera head
- To activate, select ELMO on bottom of lectern control screen
- If using paper other than transparency, you should have a dark-colored paper underneath and use the upper arm lights.
- If using transparency, use base (bottom) light.

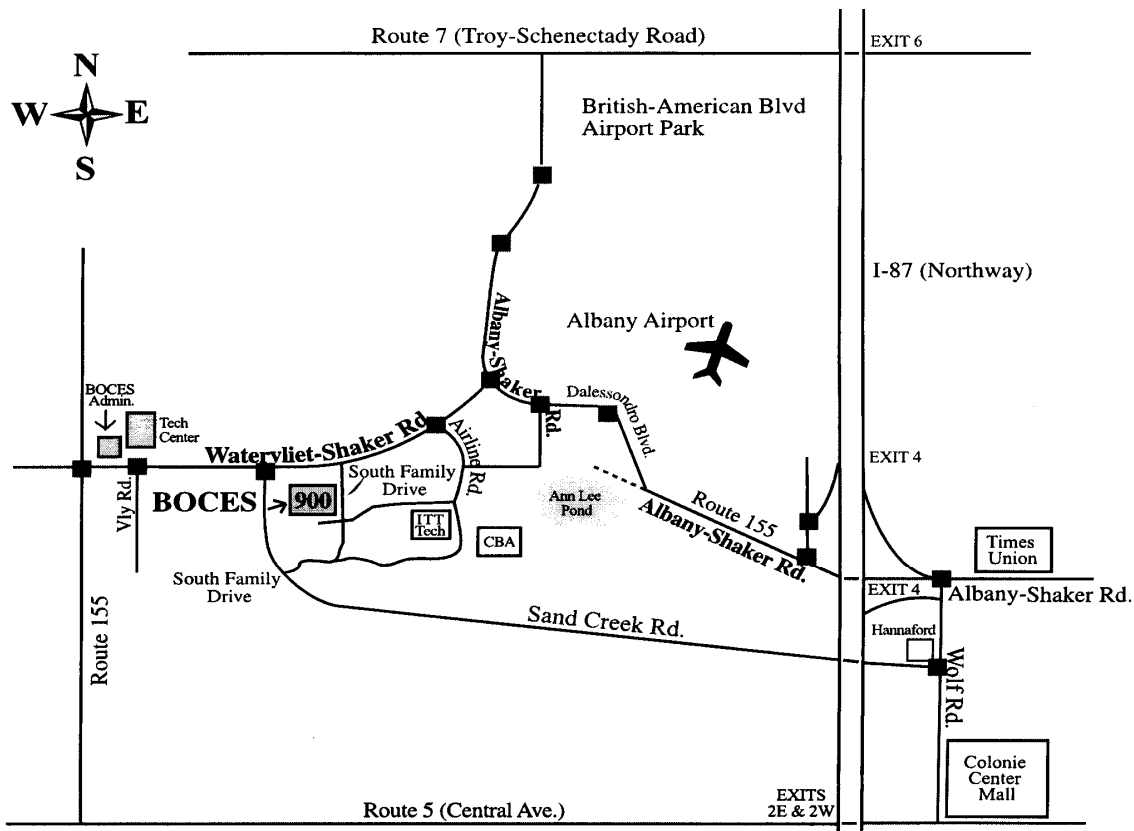
Other functions

- Mute display on LCD screen by touching the center of lectern control screen.
- Screens in Schoharie and Schenectady rooms can be controlled (lowered and raised) using the square button on wall in each room.

Shut down procedures

- Turn off AV system by selecting “system off” on bottom of display screen.
- Shut down and pack up computer/laptop equipment.
- VCR/DVD player shuts off when system is turned off above.
- ELMO:
 - Turn off power (switch on back)
 - Press button at base to release camera arm, swivel camera head sideways and fold
 - Fold down lamp arms (see label on them for proper sequence)
- When LCD projector has completely cooled down (no visible lights).
- Lock lectern and return key to program.
- **Return equipment to Heather Faubert and report any problems or concerns.**

DIRECTIONS TO: CAPITAL REGION BOCES, SCHOOL SUPPORT SERVICES
Suite 102, 900 Watervliet-Shaker Rd., Albany, NY 12205

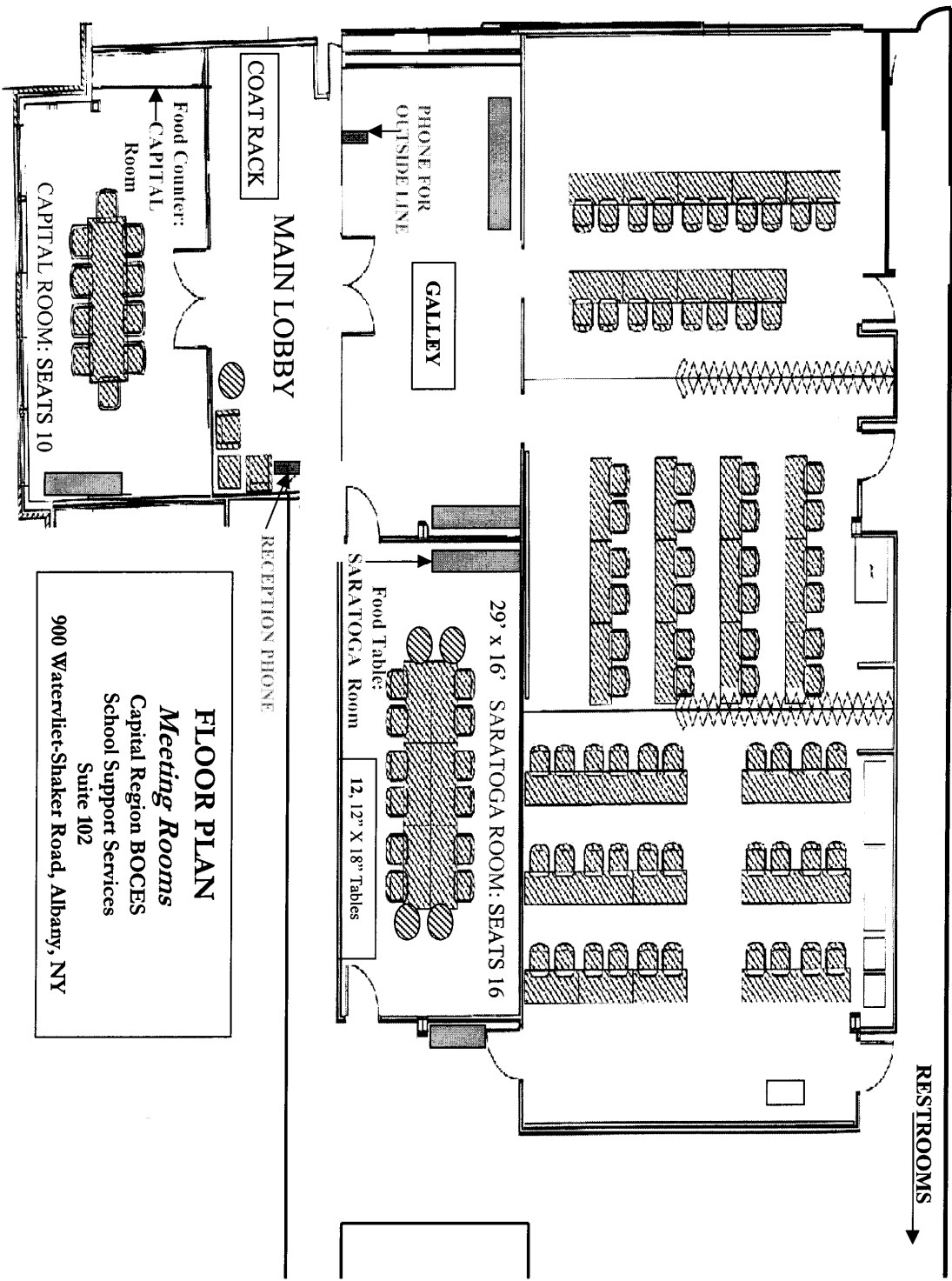


From the South Take Thruway to Exit 24 - Northway (I-87). Take the Northway to Exit 4. At the end of the exit ramp, turn **LEFT** onto Wolf Rd (stoplight). Go 1/2 block to light, turn **LEFT** onto Albany-Shaker Rd. Go west on Albany-Shaker Rd (Route 155 West) toward Albany International Airport (becomes Dalassandro Road until past the Airport then becomes Albany-Shaker Road again). Go to 3rd stoplight and turn **LEFT** onto Watervliet-Shaker Rd. Turn **LEFT** onto South Family Drive (past stoplight at Airline Drive). Make an immediate **RIGHT** into the parking lot of 900 Watervliet-Shaker Road. Come to the main entrance in the center of the building. The BOCES offices are in Suite 102.

From the North Take the Northway (I-87) to Exit 4. Turn **LEFT** at end of ramp (stoplight) onto Route 155 West (Wolf Road ext.). Turn **RIGHT** at next stoplight onto Route 155 West (Albany-Shaker Road), toward Albany International Airport. Continue as above.

From Route 7 Turn onto Albany-Shaker Road. Go to 3rd stoplight and turn **RIGHT** onto Watervliet-Shaker Rd. Turn **LEFT** onto South Family Drive. Continue as above.

From Central Ave at intersection of Rt. 155 Go east toward Albany International Airport on New Karner Rd (Rt 155). Turn **RIGHT** onto Watervliet-Shaker Rd following Rt 155. You will pass the BOCES Albany Career & Technical School. When you pass Sand Creek Rd (stoplight). Take the next **RIGHT** onto South Family Road. Continue as above.



FLOOR PLAN
Meeting Rooms
 Capital Region BOCES
 School Support Services
 Suite 102
 900 Watervliet-Shaker Road, Albany, NY