

# HSC Facility Request for **Breakout Sessions**

This form is to be completed by individuals seeking to reserve teaching space in the HSC for breakout sessions.  
 To verify booking - check: **CONFIRMED RESERVATIONS** at the Media Services website  
<http://www.uhmc.sunysb.edu/mediasvs/>

## REQUESTER INFORMATION

PLEASE PRINT

COURSE DIRECTOR'S NAME \_\_\_\_\_

ORIGIN OF REQUEST (CHECK ONE)  
 HSC  
 UH  
 Main Campus

DEPARTMENT / ORGANIZATION \_\_\_\_\_

CAMPUS ADDRESS \_\_\_\_\_

CAMPUS ZIP \_\_\_\_\_

CAMPUS PHONE \_\_\_\_\_

## SPONSOR INFORMATION

SPONSOR OF COURSE (CHECK ONE)  
 SOM - contact B. Kincaid  
 SON - contact V.DiGiovanni  
 SDM - contact A. Kucine, DDS  
 SSW - contact K. Albin  
 SHTM - contact K. Mendelsohn  
 OTHER  
 OVP - contact J. Yahil  
 UH - contact Office of CEO

By approving this request, I endorse the use of Center facilities for the stated purpose. Charges related to this breakout session are to be forwarded to the Requester

### SPONSOR'S SIGNATURE \_\_\_\_\_

## COURSE INFORMATION

Sessions must end promptly to enable the next session to begin on the hour or half hour.

If your reservations include spaces with installed AV systems (lecture halls and classrooms 161, 162, 163, 164, 165, 272A, 272B, 273A, 273B) and your reservation begins or ends after 5PM, confirm access to AV systems with HSC Audio Visual.

### ANTICIPATED ATTENDANCE \_\_\_\_\_

### LOCATION PREFERENCE\* \_\_\_\_\_

This activity is part of a degree-granting program?  
 No  Yes If "Yes" please fill in the boxes below:

\* NOTE: ROOM ASSIGNMENTS ARE MADE IN RESPONSE TO MANY VARIABLES. PREFERENCES WILL BE CONSIDERED BUT ARE IN NO WAY GUARANTEED. CONFIRMED ROOM ASSIGNMENTS POSTED ON THE MEDIA SERVICES WEBSITE UNDER CONFIRMED RESERVATIONS:

<http://www.uhmc.sunysb.edu/mediasvs/>

COURSE CODE			COURSE #		

### MEETING STRUCTURE (CHECK ONE)

COURSE TITLE \_\_\_\_\_

LECTURE  DISCUSSION (Participants will be stationary)  WORKSHOP (Participants will not be stationary)

### CLASSES MEET:

ON THE FOLLOWING DAYS OF THE WEEK (CHECK ALL THAT APPLY)

DAY OF THE WEEK	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
TIME OF DAY							
ON THE FOLLOWING DATES							

Class meetings and activities that fall on class holidays and semester breaks (as specified in the HSC Academic Calendar) WILL NOT be booked unless specifically requested. List below any holidays included in the span of this request for which you require reservations.

COMMENTS, NOTES, REMARKS \_\_\_\_\_

for additional information, contact: Classroom Coordinator • Media Services  
 HSC L-3 Room 044 • zip 8030 • phone: 4-3228 • fax: 444-3500