

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 _____

CAMPUS ADDRESS _____

ORIGIN OF REQUEST (CHECK ONE) HSC UH Main Campus

CAMPUS ZIP _____

DEPARTMENT / ORGANIZATION _____

CAMPUS PHONE _____

SPONSOR INFORMATION

SPONSOR OF COURSE (CHECK ONE) SOM - contact M. London SON - contact I. Stern SDM - contact A. Kucine, DDS SSW - contact K. Albin SHTM - contact K. Mendelsohn OTHER OVP - contact Tracey C. Trettin 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:

| COURSE CODE | | | COURSE # | | |
|-------------|--|--|----------|--|--|
| | | | | | |

* 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/>

MEETING STRUCTURE (CHECK ONE)

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