

## VAPHS Research Office Guidance: Scheduling Rooms in the Research Office Building

The Research Office Building (ROB) (Building #30) at University Drive houses several conference rooms, interview rooms and exam rooms. This guidance document provides information on the available spaces as well as who to contact to reserve rooms in the Research Office Building.

### 1. Conference rooms:

- a. Conference rooms are located on each floor of the ROB. The conference rooms are named according to floor and location.
  - i. GA116: Located on the ground floor. Capacity 40
  - ii. GA138: Located on the ground floor near the kitchen. Capacity 5
  - iii. 1A107: Floor 1 near windows. Capacity 15
  - iv. 1A115: Floor 1 interior hallway. Capacity 10
  - v. 2A107 and 2A108: Floor 2 near windows. Each has capacity of 15, with option to combine rooms in to larger room.
- b. To see if a date/time is available, review the calendar for each conference room by visiting the VAPHS SharePoint site and clicking "Conference Rooms". See below.

The screenshot shows the VAPHS VA Pittsburgh Healthcare System website. The header includes the VAPHS logo and the text 'VA Pittsburgh Healthcare System'. A search bar is located in the top right corner. The left sidebar contains a navigation menu with categories such as 'VAPHS Intranet Homepage', 'VAPHS Internet Homepage', 'Committees', 'Clinical Privileges & Scopes of Practice', 'Documents', 'Infection Prevention & Control', 'Library', 'Nursing', 'Child Care Discussion Board', 'Ride Sharing', 'VA Forms & Federal Codes', and 'Administrative Support'. The main content area features a large red star logo with 'CFC' and the text '2015 Combined Federal Campaign (CFC) Begins October 1st and runs through November 11th'. Below this is a blue link that says 'Come Visit the CFC site for more information'. On the right side, there is a 'Frequently Used Links' section with a list of links including 'Conference Rooms', 'Daily Bulletin', 'Employee Clearance', 'Employee Census Alarm', 'EMS Satisfaction Survey', 'Event Calendar', 'Interdepartmental Transfers', 'Nurse Manager Resources', 'Occupational Health', 'Payroll Department', 'Privacy Office/PCGA', 'Reports Library', 'Reusable Medical Equipment (RME) Sterile Processing Service (SPS)', 'Safety Data Sheets (SDS)', 'Search Center', 'Voluntary Events Calendar', and 'Wellness to Now! (W2N)'. A red arrow points from the 'Conference Rooms' link in this section to the CFC banner area.

- c. To view individual calendars for each room, select the conference room name from the listing. See below:

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The screenshot displays the VAPHS Conference Rooms scheduling interface. On the left, a navigation menu lists various rooms, with 'GA-116' highlighted by a red arrow. The main content area shows a table of rooms for the University Drive Campus. The table columns are: ROOM, Calendar, BLDG, Floor, Capacity, Style, Conference Phone #, and Equipment and Capabilities. The table lists several rooms, including GA-116, which is marked as an integrated conference room. On the right side, there are announcements and an icon guide for room equipment.

ROOM	Calendar	BLDG	Floor	Capacity	Style	Conference Phone #	Equipment and Capabilities	User Guide
1W-104 Conf Rm B	12	1	1	50	Executive Conference	60-5112	[Icons]	
2A-111	12	1	2	12-15	Conference	60-3826 (S) 60-3512 (P)	[Icons]	
SW-125	12	1	5	8-10	Conference	60-6498	[Icons]	
9E-117	12	1	9	8	Executive Conference	60-6145	[Icons]	
9E-125	12	1	9	10-15	Executive Conference	60-6524	[Icons]	
10N-101	12	1	10	10-15	Computer Training Room	60-1964	[Icons]	
11E-113	12	1	11	18	Conference Telehealth	60-6720 (P) 60-3202 (S)	[Icons]	
AE-123	12	1	G	40	Lecture or Conference	60-1031	[Icons]	
AN-220	12	1	G	12-20	Conference	60-3663	[Icons]	
2H-202 LX	12	29	2	2-60	Flexible Training Space		[Icons]	
GM-109C	12	29	G	10-15	Conference	60-6601	[Icons]	
GM-114	12	29	G	10-15	Conference	60-1198	[Icons]	
GA-116	12	30	G	40	Lecture Conference	60-2965	[Icons]	
GA-128	12	30	G	5	Small Conference	60-2966	[Icons]	
1A-107	12	30	1	15	Conference	60-2961	[Icons]	
1A-115	12	30	1	10	Conference	60-2962	[Icons]	
2A-107	12	30	2	15	Conference	60-2963	[Icons]	
2A-108	12	30	2	15	Conference	60-2964	[Icons]	

- d. Once you determine a date/time. You must email your Research Point of Contact (see Table 1), to reserve the space. The email must include the following:
  - i. Room
  - ii. Date
  - iii. Start and End Time
  - iv. Name of Meeting/Event

### 2. Interview and Exam Rooms:

- a. There are 4 small interview rooms and 4 exam rooms in the ROB. The interview rooms do not have a computer or projection screen, and have a capacity of 1-4 people MAX.
- b. If you require regular scheduling access to these rooms, you must email Katherine Nega ([Katherine.Nega@va.gov](mailto:Katherine.Nega@va.gov)) in the Research Office with the reason for your need to utilize these rooms. Ms. Nega will grant you access to a SharePoint site and provide you with instructions on how to self-reserve the interview and exam rooms in the ROB.

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*Table 1: Research POC's for Scheduling Research Office Building Conference Rooms*

If you are affiliated with:	Your POC(s)
The Center for Health Equity Research and Promotion (CHERP)	Katherine Brickett <a href="mailto:Katherine.Brickett@va.gov">Katherine.Brickett@va.gov</a> Rose Pfeuffer <a href="mailto:Rose.Pfeuffer@va.gov">Rose.Pfeuffer@va.gov</a>
The Geriatric Research, Education and Clinical Center (GRECC)	Dawn Fuhrer <a href="mailto:Dawn.Fuhrer@va.gov">Dawn.Fuhrer@va.gov</a>
The Mental Illness Research ,Education and Clinical Center(MIRECC)	Sara Chapman <a href="mailto:Sara.Chapman@va.gov">Sara.Chapman@va.gov</a> Deborah Orand <a href="mailto:Deborah.Orand@va.gov">Deborah.Orand@va.gov</a>
Unaffiliated with a Center/ Part of Research Administrative Staff	Stephanie Partee <a href="mailto:Stephanie.Partee@va.gov">Stephanie.Partee@va.gov</a> Nicholas Squeglia* <a href="mailto:Nicholas.Squeglia@va.gov">Nicholas.Squeglia@va.gov</a>

\*Contact Mr. Squeglia if Ms. Partee is not available.