

FREH CONFERENCE ROOMS

Scheduling Requirements:

- The 1st or 2nd Floor Operations Clerk needs to know when the FREH Projector 1 (in FREH 1-2) or the FREH Projector 2 (in FREH 2-1) is needed, as the equipment is locked in the closet. It is not necessary to book the equipment as a resource, just add it in the location or the body of the room reservation.
- Schedule **ALL** conference rooms and/or equipment needs as a **Resource**.
- Remember to allow 30 minutes for equipment set-up prior to a meeting and 30 minutes after a meeting for room re-set.
- Remove the trash from the room(s) after a luncheon meeting! Place in the “**TRASH ONLY**” dumpster outside by the loading dock.
- Please **CANCEL** the conference room reservation(s) if a meeting is cancelled or moved to another location!

Scheduling Contacts:

- First Floor Operations Clerk, 47146
- Second Floor Operations Clerk, 47147
- Building Deputy, 49218

FREH Conference Rooms, with phone numbers listed, are scheduled by FREH Operations Staff:

First Floor

FREH 1-1, 49889
FREH 1-2 w/FREH Projector 1, 43874
FREH 1-3, 66850
FREH 1-4, 40527
FREH 1-6, 62621
FREH 1-WWB
FREH CA-1
FREH CA-3

Second Floor

FREH 2-1 w/FREH Projector 2, 44626
FREH 2-2, 40989
FREH 2-4, 46122
FREH 2-5 (w/projector), 45913

Ground Floor

FREH G-1, 40417
FREH G-2, 40416
FREH G-3, 61294

Room set-up for FREH 1-1, 1-2, 2-1 and 2-2 (larger rooms):

Normal room set-up, small square (8 tables, each room) = 24 chairs
(with 2 chairs in corners)

One room set-up with computer equipment (6 tables) = 17 chairs

Big square (both rooms, 16 tables), no computer equipment = 42 chairs

U-shape (both rooms, 14 tables), with computer equipment = 35 chairs

Classroom style (both rooms) – six rows of three tables each with eight chairs at the tables = 48 seats

Have a total of 80 chairs on first floor (two extra chairs in FREH 1-4); a total of 65 chairs on second floor

FREH 1-3 = oval table with 8 chairs

FREH 1-4 = oval table with 10 chairs + pull-down screen

FREH 1-6 = four tables with 12 chairs (**NO** computer hookup)

FREH 1-WWB (West Wall Breakroom) = six tables with 12 chairs (+ 14 stacked chairs)

FREH G-1 = round table with 8 chairs + pull-down screen

FREH G-2 = round table with 6 chairs + pull-down screen

FREH G-3 = rectangular table with 9 chairs and screen

(G-1, G-2 and G-3 can be scheduled by Jackie Harp (49891) in ITaP too)

FREH 2-4 = small oval table with 8 chairs (seats 6 comfortably) (+ 6 stacked chairs)

FREH 2-5 = rectangular table with 12 chairs + projector and pull-down screen. Projector permanently installed in ceiling with a remote control – ****MUST BRING OWN LAPTOP****. Contact 40229 in Comptroller Office to reserve a laptop

Other available Conference Areas/Rooms:

FREH CA-1 [conference area on 1st floor, in Procurement Services area] (round table with 4 chairs)

FREH CA-3 [conference area on 1st floor, in Payroll area] (round table with 4 chairs)

FREH 2-0 Conference Room (small rectangular table with 7 chairs + 7 chairs along back wall) = call Kim Vestal (61918) to check availability and schedule

FREH 2-3 Conference Room (small oval table with 8 chairs) = call Kim Vestal (61918) to check availability and schedule (Robert McMains Conference Room – subject to being bumped)

FREH SCA_1 [small conference area on 2nd floor] (round table with 7 chairs) = call Darcy Crum (44898) to check availability and schedule

FREH SCA_3 [small conference area on 2nd floor] (small round table with 7 chairs) = call Mary Stair (41424) to check availability and schedule

HR FREH 1-5 Conference Room (nine tables with 14 chairs) = call Rita Jackson (47395) to check availability and schedule (Luis Lewin's Conference Room – subject to being bumped)

Available equipment:

FREH Projector 1 – computer/projector permanently located in FREH 1-2 with a remote control – also equipped with a VCR and DVD player

FREH Projector 2 – computer/projector permanently located in FREH 2-1 with a remote control – also equipped with a VCR and DVD player

BSC Projector (Frehoper) – portable projector available to use in conference rooms – project on whiteboard (a LOT of glare). Also have an old portable movie projector screen that can be installed in the room to project on. ***MUST BRING OWN LAPTOP – we do NOT provide!*** Contact 40229 in Comptroller Office to reserve a laptop

FREHOP Speaker Phone and FREHOP Speaker Phone #2 – two Polycom conference call telephones

Telephones with hands-free mute buttons (speaker phone capability) are located in FREH 1-3, 1-4, 1-6, 2-4 and 2-5. There are speaker phones in FREH 2-3, G-1, G-2, G-3 and HR FREH 1-5 too. Also have a single-line phone on 1st and 2nd floors that have speaker phone capability for use, upon request (contact FREH Operations Clerk).