



## **ROOM/MEETING RESERVATION PROCESS**

\*Currently ISC is without staff to assist with hands-on reservation requests. To help accommodate requests efficiently please follow these instructions.

ISC Rooms are listed with an Outlook email address and can be scheduled using the "meeting invite" request. Each room has an online calendar link to view availability.

### **Outlook Email Room Addresses and Online Calendar links**

IS Work Room - PAIS 1010 [IS-WorkRoom@unm.edu](mailto:IS-WorkRoom@unm.edu)  
[Rm 1010 Online Calendar](#)

IS Conference Room - PAIS 2214 [IS-ConferenceRoom@unm.edu](mailto:IS-ConferenceRoom@unm.edu)  
[Rm 2214 Online Calendar](#)

IS Co-op Room - PAIS 2120 [IS-CoopRoom@unm.edu](mailto:IS-CoopRoom@unm.edu)  
[Rm 2120 Online Calendar](#)

IS Viz Lab - PAIS 1005 [IS-VisualLab@unm.edu](mailto:IS-VisualLab@unm.edu)  
A specialized research science visualization lab, no online calendar.

### **Directions to submit request via Email**

In the New Outlook version, go to "New Mail" dropdown to "Event" and create a meeting invite.

In the Old Outlook version, Go to "New Items" dropdown to "Meeting".

[Please see Figure 1 example]

- To: use the room email address.
  - Example: IS Work Room - PAIS 1010 [IS-WorkRoom@unm.edu](mailto:IS-WorkRoom@unm.edu)
- Subject Line: write the name of your Event/Meeting
- Location: use the room email address
- Message area: enter the Event Coordinators' contact information and how many are attending the event.

After submitting your room email request, you may send Carla Sakiestewa ([csakiest@unm.edu](mailto:csakiest@unm.edu)) an email notification for her to check the room account email inbox.

### **PAiS Proxy Access**

PAIS is a highly specialized research facility with Lobocard Proxy Security Access. For non-Interdisciplinary Science Cooperative (ISC) affiliates request rooms for events. I allow two meeting coordinators to have Lobocard proxy access. For security reasons I do not provide access to all participants. The rooms have

doorsteps. The coordinators will need to open the interior doors by the staircase for their guests if using an ISC 2<sup>nd</sup> floor meeting space (2120, 2214).

Entrance to building: The courtyard/lobby doors (West side) remain open 9-6.

Please provide the following information for your designated coordinators to have access.

Full Name

Designation (student, faculty, or staff):

Banner ID#

Lobocard 5-digit Proxy # (printed on the back lower right of the card)

Preferred Email:

Preferred Phone:

**Figure 1**

