

# IS Co-op Room Scheduling Procedures

The Co-op has a variety of state-of-the-art meeting rooms available within PAIS for our members' and partners' collaborative meetings, workshops, or receptions. With space that can hold a range of 15 – 60 people, there are several options available to help your group realize your goals.

All rooms include complimentary Wi-Fi, projectors or 4k monitors, videoconferencing, and multiple power stations for your Windows and Mac computers.

To see an overview of the Co-op's rooms, go to <https://isco-op.unm.edu/meeting-space/index.html>.

Location	Room Email Address
PAIS 1005: Visualization Lab	<a href="mailto:IS-VisualLab@unm.edu">IS-VisualLab@unm.edu</a>
PAIS 1010: Work Room	<a href="mailto:IS-WorkRoom@unm.edu">IS-WorkRoom@unm.edu</a>
PAIS 2120: Co-op Room	<a href="mailto:IS-CoopRoom@unm.edu">IS-CoopRoom@unm.edu</a>
PAIS 2214: Conference Room	<a href="mailto:IS-ConferenceRoom@unm.edu">IS-ConferenceRoom@unm.edu</a>

## Policies:

- Use of the Co-op's rooms is available to all UNM departments, divisions or its components during regular business hours; Monday-Friday 8:00 am to 5:00 pm. Priority is given to Co-op Centers and labs.
- After hours and weekend events will need special permission.
- The person or department that schedules the meeting or event is responsible for cleaning and rearranging tables and chairs to their original state. All food items should be removed immediately following the meeting.
- Please ensure that the door is closed once you vacate the space.

## Services:

- To use the Co-op Room's screen with your laptop, an HDMI cable will be needed. If you do not have one, you can check one out in the Co-op's Administration suite, which is located on the 2<sup>nd</sup> floor of PAIS directly across from the elevators.
- If you have questions or need help reserving a room, please contact Carla Sakiestewa at [csakiest@unm.edu](mailto:csakiest@unm.edu).

## To Schedule a Room for a Meeting:

1. Open **your Calendar** and then click **New Meeting** on the ribbon.
2. In the “**To**” field, enter the **name** of the desired room (use desired room email address – see options below). You may put multiple rooms in the “**To**” field to view availability of multiple rooms.
  - [IS-VisualLab@unm.edu](mailto:IS-VisualLab@unm.edu)
  - [IS-WorkRoom@unm.edu](mailto:IS-WorkRoom@unm.edu)
  - [IS-CoopRoom@unm.edu](mailto:IS-CoopRoom@unm.edu)
  - [IS-ConferenceRoom@unm.edu](mailto:IS-ConferenceRoom@unm.edu)
3. Click **Scheduling Assistant** on the ribbon.
4. Scroll through the dates to see if your desired room is available and then click the **time slot** you are requesting, (or click on a new **time slot** if desired room is not available to change the time of your meeting).
5. To go back to meeting details, click **Appointment** on the ribbon.
6. In the **Subject** field, type the **meeting name**.
7. Enter the **Start and End time**. If it is a recurring meeting, please indicate this by clicking **Recurrence** and filling out the start and end times through the pop-up screen.
8. In the body of the appointment, please provide the following information:
  - **Meeting contact person and phone number,**
  - **Number of people**
  - **Additional information we should know about your meeting (HDMI cord check-out needed, assistance needed in learning the equipment in the room, etc.).**
9. Click **Send** located at the upper left of the window.
10. You will receive an automated email from the system after your request is received. This email is only for your records and does not confirm your request. You will receive a response regarding your request within 24 hours.

See below for step-by-step images.

## Meeting Cancellations:

To cancel a room reservation you have scheduled, please follow these steps:

- Open **your Calendar**.
- Double click the **appointment**.
- Click **Cancel Meeting** on the ribbon.
- Click **Send Cancellation**.

## To Schedule a Room for an Event:

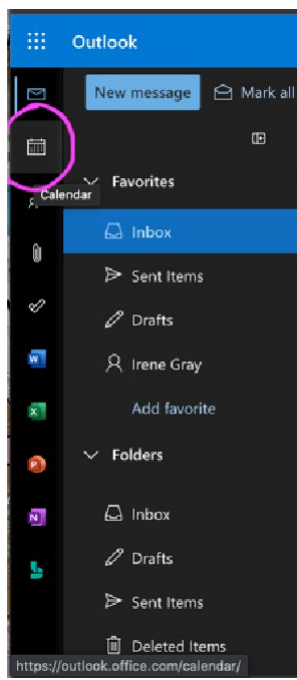
Submit your request through this link: [https://forms.unm.edu/forms/coop\\_room\\_scheduling](https://forms.unm.edu/forms/coop_room_scheduling). **Do not submit it through the meeting scheduling process above.** Your request will receive a response within 24 hours of receiving this form.

## Event Cancellations:

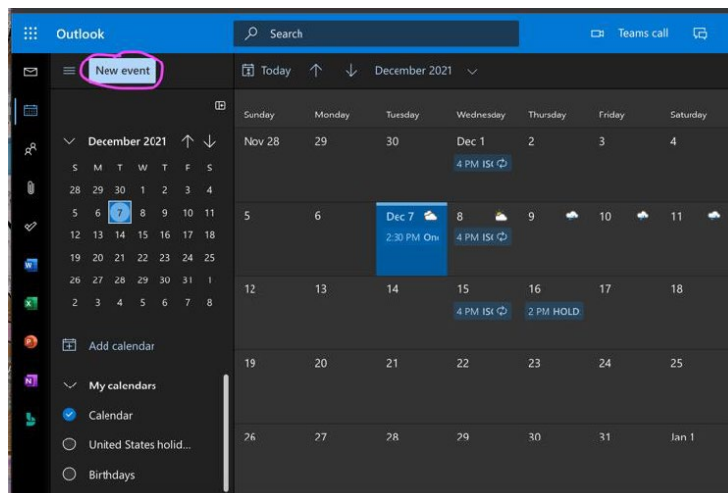
To cancel an event, please contact Carla Sakiestewa at [csakiest@unm.edu](mailto:csakiest@unm.edu).

## Step-by-step Images to Schedule a Room

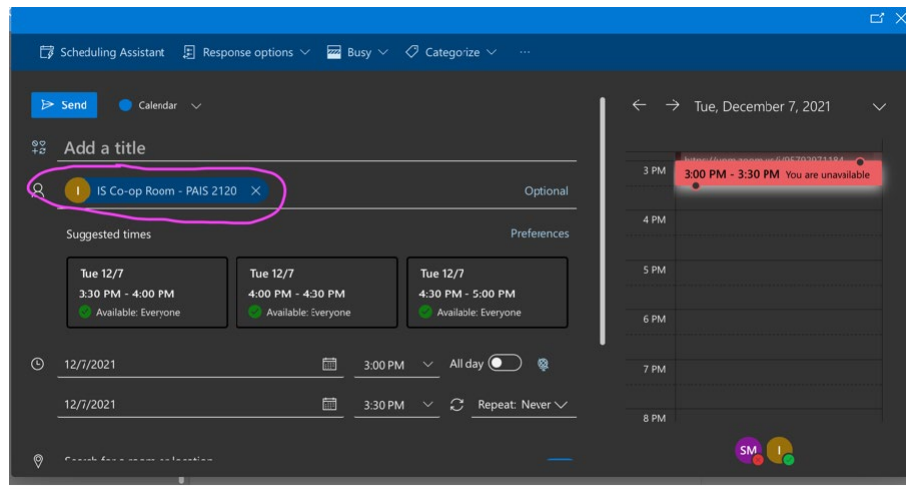
1. Open your Outlook calendar.



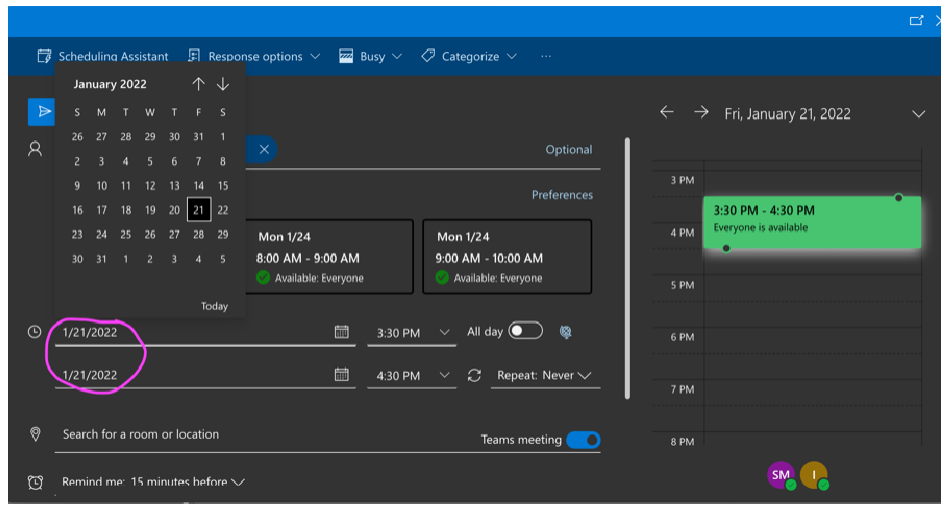
2. Click "New Event"



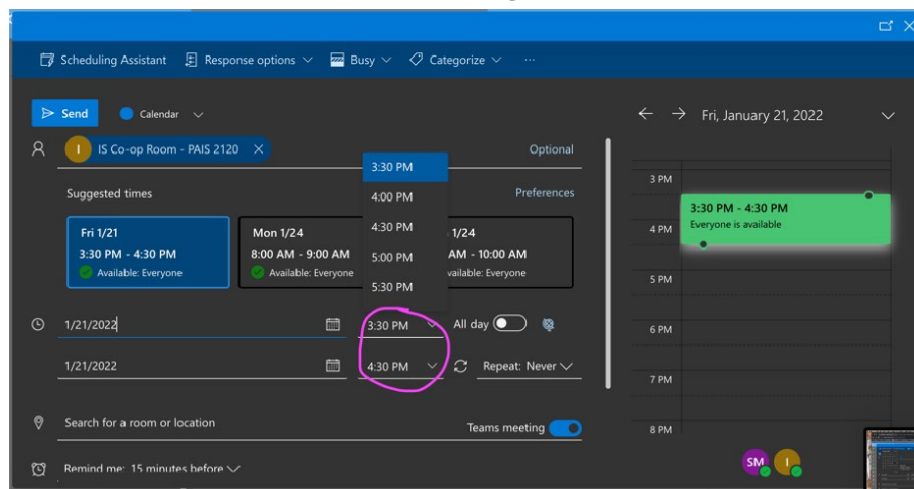
### 3. Select your desired Co-op space.



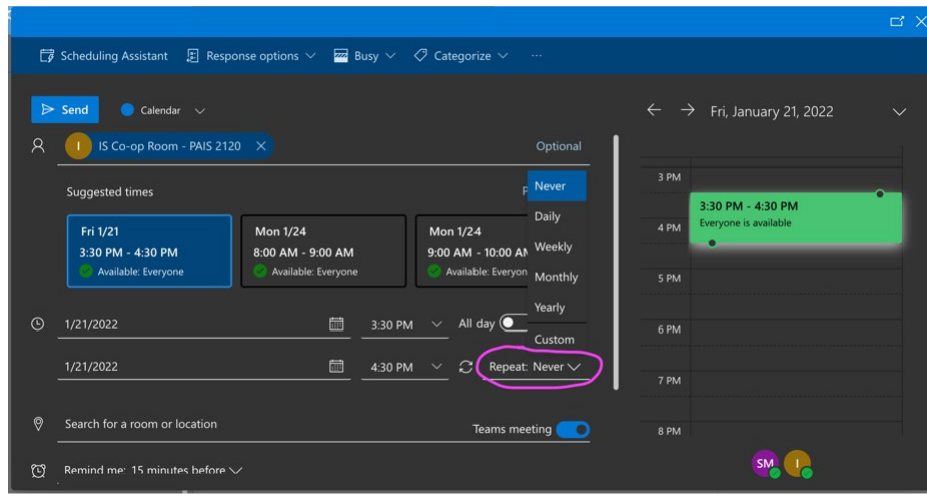
### 4. Select the date of the meeting.



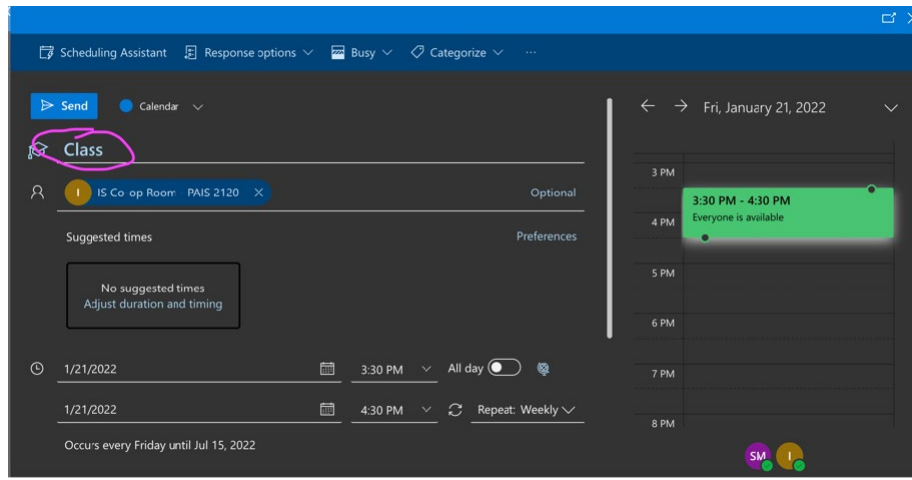
### 5. Select the time of the meeting.



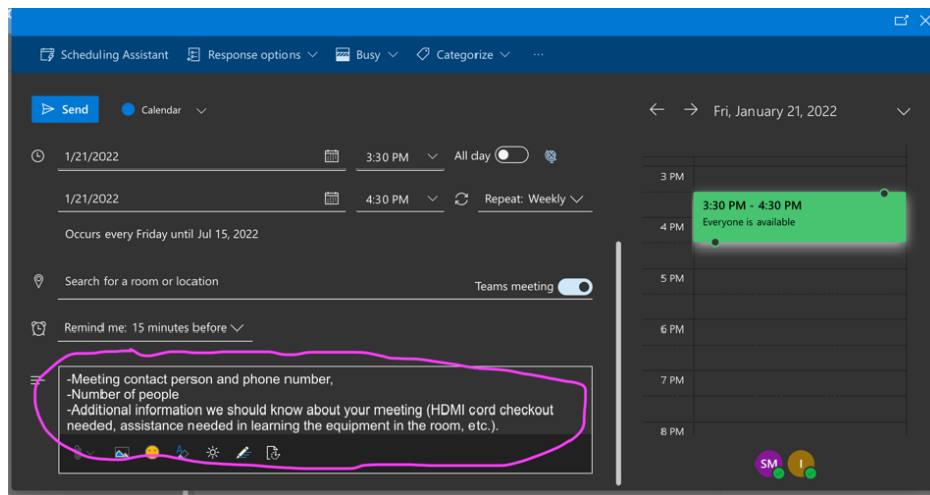
## 6. Option for recurring meetings.



## 7. Make sure to title the meeting.



## 8. Add a brief description.



## 9. Click send.

