

How do I book the IT Boardrooms in ADM 013 and FIP 337?

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Follow these instructions to book the IT Boardrooms in ADM 013 and FIP 337 at the UBC Okanagan Campus.

Requirements:

Determine if the requester is a UBC Faculty & Staff. If so, they are classified as Administrative. Administrative users are:

- *departments/ units supported by the university and supported by finances, time, and professional skills who are acting in the capacity as an employee conducting university mandated business.*

Examples of Administrative user bookings include space for:

- *staff meetings (video conference, teleconference)*
- *UBC training workshops*
- *Research presentations*
- *and Optional presentations*

There is **no fee** for Administrative space bookings. However, UBC-O IT, Media & Classroom Services reserves the right to bump any user group if necessary. Other suitable space will be recommended.

Instructions:

Follow these instructions for Administrative bookings for ADM 013 and FIP 337.

1. Send an email to itadministration.ok@ubc.ca and wait for an email response from "UBCO-IT Administration"
2. Submit an IT ticket via helpdesk.ok.ubc.ca if technical support is required. IT needs to assess the requirements and will schedule a technician for all AV service requests.

Follow these instructions for non-Administrative bookings for ADM 013 and FIP 337.

If the booking is for non-Administrative use, **there will be a charge**. The requester must contact UBC-Okanagan Central Booking Office to book a space.

Advise the requester to:

1. Visit CBO website <http://cbo.ok.ubc.ca/welcome.html> and wait for a response from Central Booking Office.
2. Submit an IT ticket via helpdesk.ok.ubc.ca if technical support is required. IT needs to assess the requirements and will schedule a technician for all AV service requests.

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