

UT Dallas SP2 Conference Room Usage Guidelines

Please review these details before making a reservation.

Location: The SP2 (Synergy Park 2) building is located at the NW edge of campus, across from Northside apartments.

Access: Conference rooms are available for reservation between the hours of 7am – 5pm Monday – Friday.

- The Event Coordinator will need to make advance arrangements with campus PD for access to SP2 prior to 8am and for access to the reserved room at any time. OBF staff may not be present and are not responsible for opening conference room doors.

Responsibilities: The Event Coordinator is responsible for all event logistics and related costs.

- This includes but is not limited to reserving the room for your event, room preparation and cleanup, access to the room for all parties, Media Services and AV setup/troubleshooting, parking details, and catering.
- The room must be returned to its original layout once the event is done.
- The use of tape, tacks, nails, or other damaging ways of attaching decorations to the walls is not allowed.
- If there is any damage to a conference room, loss of its equipment, or a need to have the room deep-cleaned following an event, the Unit of the event's Coordinator will be financially responsible.
- The sound level in the conference rooms should be kept at a reasonable volume for a working environment.

Reservations: Use Outlook to send a reservation request.

- Open a Meeting Request and click on the **To...** button
- Click on the dropdown box next to **Global Address List** -> choose **All Rooms**
- In the search field, enter **SP**, then double-click on **SP2** and select your desired room
- Back in your Meeting Request, click on the **Scheduling Assistant** button
 - Make sure that room is available for that time slot before you choose it.
 - Be sure to reserve set up and clean up time, and please note that reservations may be booked back-to-back.
- In the **Subject** field – put your event's title, along with your name and phone extension, such as:
 - **Team Quarterly Meeting (Chris Jones x0000)**
- Once you send the request, it will immediately come back as **Tentative** until it is reviewed by the room's Contact.

Amistad Conference Room (SP2 12.216)

- Capacity: 144 persons
- AV capabilities and Teams integration: Yes
- **Note:** Amistad Guidelines will be sent to the Event Coordinator for review and agreement once the reservation request has been received by the Room Contact. The separate Amistad Guidelines must be fully reviewed and signed to finalize a reservation in Amistad.

Texoma Conference Room (SP2 12.511)

- Capacity: 24 persons
- AV capabilities and Teams integration: Yes

Falcon Conference Room (SP2 12.212)

- Capacity: 14 persons
- AV capabilities and Teams integration: No

The Small Print

Use of these spaces is at the discretion of the OBF, and we have the right of refusal of any event for any reason. The OBF is not responsible for the loss of or damage to any business supplies, equipment, technology, or personal items. Please email CBO@utdallas.edu to request temperature adjustments during your meeting or to report any disturbances. OBF does not have AV support staff. Contact Leigh Hausman (lhausman@utdallas.edu) for AV assistance, and please note that OBF cannot guarantee availability for AV assistance on the day of your event, and strongly recommends that you schedule time to review the AV of the room prior to your event. These policies, and any related handouts, may change at any time.