

COLLEGE of PHARMACY

TO ALL WHO WISH TO SCHEDULE ROOMS

This protocol is designed for those desiring to schedule a meeting, a videoconference, special events and all other non-instructional activity within the College of Pharmacy's Leonard Hall in Pocatello and/or the L. S. Skaggs Pharmacy Complex in Meridian. All requests for events must be submitted in writing using the College of Pharmacy Room Request Form. Please go to <http://pharmacy.isu.edu/live/calendars/> and select either "Request an Event" or "View a Room Calendar". You will be able to request your event or see calendars for the rooms that we have to offer.

Once you have seen what you seek may be available, then please go to and fill out our online room request form at <http://pharmacy.isu.edu/live/info/roomSched.php> or link to the form from the calendar page. This form is a reservation request for rooms within the College of Pharmacy located in Leonard Hall (Pocatello) or the L.S. Skaggs Pharmacy Complex (Meridian).

We shall fulfill your request to the best of our ability. Your request will be checked against the availability of our rooms and staff. Once you press submit please allow 72 hours for us to verify and schedule your request. Please remember, we operate on a 'First Come, First Served' basis. Once your request has been 'booked' or scheduled, you shall receive an email confirmation of your request. Remember, until you receive an email confirmation, your event is not yet scheduled.

If you have any question, please feel free to contact:

Wes Lewis, Video Instruction Manager, Meridian at 208-401-4622 | wrlewis@pharmacy.isu.edu or
Marty Welch, Video Instruction Manager, Pocatello at 208-221-7714 | marty@pharmacy.isu.edu

Thank you.

ROOM SCHEDULING PROCEDURES

**GENERAL GUIDELINE: ALL requests must be made via COP website.
NO telephone or drop-in requests!**

SPECIFIC PROCEDURES: To schedule a room or to make changes in a room assignment, please follow these procedures:

- 1) All Requests must be made via the ISU College of Pharmacy (COP) website. Telephone, verbal or drop-in requests are not allowed.
- 2) Classroom instruction requests have priority. All other requests will be processed on a "First-come, First-served" basis.
- 3) A minimum of 72 hour advance notice is required.
- 4) Make sure you fill out the 'College of Pharmacy Room Request Form' completely. Then press the submit button.
- 5) The "Room Schedulers" will send an email confirmation to the original requester.

Every attempt will be made to fulfill the type of facility, date and time requested. However, the college has limited classroom, meeting space and staff. Therefore it may not be possible to meet all requests.

Approved: