

STANDARD OPERATING PROCEDURE- GUIDELINE

BOOKING OF HSC-OB-JESUSITA/EMBRYO CONFERENCE ROOMS

PROCEDURE:

1. A meeting request should be sent to the appropriate conference room email via calendar invite (HSC-OB-Jesusita-Aragon@salud.unm.edu or HSC-OB-Embryo@salud.unm.edu)
The meeting invite request should include:
 - a. Name of person coordinating meeting and contact info
 - b. Name of meeting
 - c. Equipment needed
 - d. Guestimate number of people expected to attend meeting*** NO MANUAL ENTRY OF MEETINGS WILL BE PERMITTED**
2. Recurrence of a room reservation is NOT allowed for **any** OB-GYN conference rooms.
***REQUESTER MUST SEND INDIVIDUAL INVITES**
3. Once a meeting request is received, the meeting is to be accepted with the appropriate email confirmation. If you do not have a confirmation email, your reservation is not guaranteed.
4. The Embryo conference room in reserved for internal OB GYN use only.
5. Jesusita Aragon conference room can only be booked by outside departments during standard business hours of 8- 5 PM, Monday- Friday.
6. On October 1, reservations will open for the upcoming year. No reservations beyond the upcoming year will approved.

Please Observe the following:

- The Jesusita Aragon conference room will hold a maximum of 30 people per UNMH fire code. The embryo will hold a maximum of 8. You must specify the number of attendees in order to reserve this conference room. Please choose your meeting space accordingly.
- If you rearrange the furniture, please move it back to the prior arrangement. Please do not add furniture to this room from other areas of our office.
- Your reservation is for the specified time only. Please be mindful of other reservations.
- If you have food, please clean up after yourself. We have trash cans and cleansing wipes in each of our conference rooms.
- If you require time to set up/tear down you will need to ensure that time is part of your room reservation request

This information is a guideline and should not be considered as inclusive of all proper treatments or methods of care or as a statement of the standard of care.

- Please bring your own supplies if needed.
- Log off of the computer and turn off all AV equipment after use.
- If using, please keep the conference phone on lowest volume that is still audible to ensure that you do not disrupt surrounding offices and to keep information confidential.

Please note failure to comply with above guidelines may result in inability to use OB rooms in the future.

APPROVALS:

SOP Owner:	Tiffany M. Harrell	Date: 11/8/2021
Approval:	<i>Sarah T. Martinez</i>	Date: 11/8/21
Effective Date:	November 1, 2021	