Scarfe Meeting Rooms

- Meeting Rooms
- Request Booking Authorization
- Book a Room
- Cancel a Meeting
- Update a Meeting

Meeting Rooms

There are four meeting rooms on the third floor of Scarfe which may be booked for Faculty of Education use only. *Note that these meeting rooms cannot be booked for classes.*

| Scarfe 304A | 12 – 16 people | AV: overhead projector, screen; Catering: space available |
| Scarfe 304C | 8 – 10 people  | AV: LCD screen; Catering: space available |
| Scarfe 308A | 12 people     | AV: overhead projector, screen, videoconferencing; Catering: space available |
| Scarfe 310  | Board Room Style – 24/28 Theatre Style – 50/60 | AV: overhead projector, screen, whiteboards; Catering: space available |

Request Booking Authorization

In each department/unit, delegated individuals have been authorized to book Scarfe meeting rooms using the "Education - Room Bookings" calendar in Outlook.

*Note that all bookings must use the "Education - Room Bookings" calendar to ensure that booking conflicts do not occur; bookings cannot be entered directly into the individual meeting room calendars.*

To request booking authorization for new staff, the department administrator submits a UBC Faculty & Staff Email Request Form at:

[http://web.it.ubc.ca/forms/fasmail/](http://web.it.ubc.ca/forms/fasmail/)

Notes:

1. Under *Service* in the *Request Details* section, select FASmail Generic/Department Mailbox.
2. For *Request Type*, select *Modify*.
3. Under *Technical Details*, enter the *Mailbox Display Name*, "ubceduc-g-roombook". 
4. Enter the **Email address**, "ubceduc-g-roombook@mail.ubc.ca".

5. Under **Modification Request**, select **Other**.

6. Under **Request Details**, indicate that full access is required and include the name and CWL username of the individual(s) requiring booking authorization.
Information for Faculty of Education Room Booking Representatives

Book a Room

Authorized representatives from each department/unit can book Scarfe meeting rooms using the "Education - Room Bookings" calendar in Microsoft Outlook.

Below is the process for booking rooms using Outlook 2010. The process is very similar for Outlook 2013 on Microsoft Windows, or Outlook 2011 on Mac OS X.

Note that meeting rooms cannot be booked for classes.

1. Open the FASMail shared calendar, "Education - Room Bookings". If you wish, open the appropriate meeting room calendar - e.g., "Education - R-RM SCRFL 308A".

   Make sure that your personal calendar is not open, as Outlook will use it by default rather than the "Education - Room Bookings" calendar and the booking request will be declined.
2. Create a new meeting in the "Education - Room Bookings" calendar.

Please provide as many details regarding the meeting as possible:

- Identify the name of the meeting or the purpose
- Include a contact name and phone number

3. Click on Scheduling Assistant, and then click the Add Rooms button.
4. Select the room(s) you wish to book.

5. Click Send.
6. If the room is available, the booking will be added to both calendars.

An email message will be sent to the Education - Room Bookings inbox advising of success or failure of the booking. Once you have confirmed the success of your booking, please delete the related email message(s).

*Always double check the calendar of the room booked to ensure that the meeting shows under the correct date and time.

Note, if a booking is declined but the timeblock is free on the meeting room calendar, double check the list of attendees on the Scheduling Assistant screen and make sure that the meeting originator is "Education - Room Bookings", not you. If you are listed as meeting originator, delete the booking from the Education - Room Bookings calendar and re-submit, making sure that your personal calendar is closed.

For assistance with Scarfe meeting room booking issues, contact Vicki Domansky (vicki.domansky@ubc.ca, 2-9918)
Cancel a Meeting

1. Open the "Education – Room Bookings" calendar and double click on the meeting that you wish to cancel. The details of the meeting will pop up in a separate window as displayed below.

2. Click on "Cancel Meeting".

3. Click on "Send Cancellation" for all parties to receive this update.

*Always check the calendars for Education – Room Bookings and the meeting room to ensure that the meeting has been removed from both calendars.
Update a Meeting

1. To make changes to a meeting booking, open the "Education – Room Bookings" calendar and double click on your event.

2. Make any necessary revisions, and then press Send Update so that all parties are notified of the changes made.