# THE SKIP VIRAGH OUTPATIENT CANCER BUILDING

# Conference Room Guidelines

|  |  |
| --- | --- |
| To schedule/view Viragh conference rooms | Go to: <https://oassrv3.onc.jhmi.edu/icn/?section=netsimpConf> |
| General questions/concerns | Go to: <https://apps.onc.jhmi.edu/conf_rooms/>  (List of all SKCCC Conference Rooms and Contacts) |
| Audio visual/video conference equipment  *(For help, maintenance, bridge scheduling, and User Guides)* | **JH IT Help Desk** - to report computer related problems  Call (410) 955-HELP or go to the [IT Help Desk Self-Service Portal](https://johnshopkins.service-now.com/serviceportal?id=sc_cat_item&sys_id=3f1dd0320a0a0b99000a53f7604a2ef9) to either submit a self-service support request using the Create Incident Form or start a live online chat with a Help Desk representative.  Equipment user guides:   * [JHU Viragh AV User Guide](https://apps.onc.jhmi.edu/conf_rooms/dox/LHS-%20JHU%20Viragh%20user%20guide%20-%20jol%2020180503.pdf) (Large conference rooms: 2000, 5224, 8112, 10101) * [Using the Polycom Debut Cart](https://apps.onc.jhmi.edu/conf_rooms/dox/Using%20the%20Polycom%20Debut%20Cart%20-v2.docx) (Small conference rooms: 4207, 5135, 8112, 8135, 8140, 8195, 9134, 9140, 9169, 10282, 10100B) |
| Desktop support (PC Help only) – | **JH IT Help Desk** - to report computer related problems  Call (410) 955-HELP or go to the [IT Help Desk Self-Service Portal](https://johnshopkins.service-now.com/serviceportal?id=sc_cat_item&sys_id=3f1dd0320a0a0b99000a53f7604a2ef9) to either submit a self-service support request using the Create Incident Form or start a live online chat with a Help Desk representative. |
| Catering | Your choice of caterers may be used. |
| Facilities management JHH  (furniture setup and event services) | Complete a [JHH EVC New Service Request Form](http://facilities.jhmi.edu/FacilitiesV4/FacilitiesEngineering/ServiceRequests/JSecure/CreateSR.aspx)  **Phone:** 5-8300 |
| Conference room sample layouts | [Conference Room Layouts Viragh](https://apps.onc.jhmi.edu/conf_rooms/dox/Conference%20Room%20Layouts%20Viragh.pdf) |
| Accessibility | <http://accessibility.jhu.edu/event-planning/> |

**General guidelines:**

Priority will be given to Kimmel Cancer Center functions and events. Conference rooms are managed by Cancer Center Administration. Use of the rooms by organizations outside of JHMI are prohibited without special approval. Time required for set-up and clean-up of meeting space must be included in the reservation.

When your function is over, please remove all materials from the premises. Discard any trash and leftover food items in the proper receptacles. If you need housekeeping to assist with clean-up, please call 5-8300.

Altering the appearance of any room by taping, pinning, nailing, or fastening any items in any manner to the walls, doors, and/or ceiling is not permitted. Do not use permanent markers on the dry erase white boards.

In case of equipment malfunction, the space may be closed down to allow for emergency service of the equipment. If this happens, you may be asked to move your meeting/function to another room. We cannot be responsible for finding another room for your function.