

Instructions for reserving videoconferencing rooms at CU Boulder

Call or email Herb Rodriguez at 303 492-2253, Herb.Rodriguez@colorado.edu or Kate Albers at 303 492-1857, Kate.Albers@colorado.edu .

Information we will need is:

- The date and time of the conference
- The approximate length of the conference
- The number of people at the Boulder site
- Any media needs you will have, including computer use, Internet access, overheads, document camera, videotape playback, etc.

We will contact Dillard technicians to confirm that the date and time will work for them and then schedule and confirm the conference. Advance notice of one week is appreciated but not mandatory. If the facilities are available we can schedule conferences on short notice.

There are two rooms available in Folsom stadium for videoconferencing, classroom 308 and conference room 312. You will be assigned one of them depending on the number of people in the conference and the availability of the room.

If you have access to the campus WebCal you can check the availability of the rooms on line by subscribing to the videoconferencing room calendars. Just select "Calendars" from the top bar and click on subscribe. In the search box "name or id contains" put Stad. This will bring up all the calendar names that include Stad (for stadium). Check the boxes of albersk:Stad312 and albersk:Stad308. Select "apply" and "ok". The 308 and 312 calendars will now appear in the dropdown box for "current calendar" on your calendar page. You will not be able to reserve time on the calendar, only check availability.

Conference attendees can get to both rooms by entering Stadium Gate 7. There is a stairwell in the tunnel. Go to the third floor, room 310 where you will be directed to 308 (to the right) or 312 (to the left). While construction is going on this summer Gate 7 is accessible only by entering the stadium through Gate 5 or 6, going around the inside of the stadium to Gate 7 and then up. Construction is scheduled to be complete by the first of September.