

## Clinical Wing Conference Room Reservations

### Conference Rooms:

These rooms are for clinical/SPO use only. The Office of Events Scheduling will not be reviewing the requests. Thus, clinical staff should be working together to share the space equitably.

Room	Phone	Capacity	Media Services
WCC 3138	617.495.9197	12	telephone, video conference, computer projection, audio recording equipment
WCC 4138	617.495.9398	8	telephone, video conference, computer projection, audio recording equipment
WCC 5110	617.495.0804	12	telephone
WCC 5128	617.495.9691	6	telephone, digital audio recorder

### Quick Rules:

- ✓ **Access** — only clinical/SPO staff and summer staff with LDAP accounts can book rooms via EMS. Students cannot book rooms; they should ask a clinic administrator or a clinical instructor to book rooms for clinical work and client meetings. OCP will request access to Clinical EMS for all new staff in the clinics and SPOs.
- ✓ **Keys** — all rooms are on key CWKO. Clinics and SPOs may request this key by submitting the key request form to Facilities. Clinics may have a loaner key for guests and students to use, but the staff member is ultimately responsible for the key at all times.
- ✓ Rooms should not be used as student study space or for classes that should be scheduled through the Registrar's office.
- ✓ Use the room appropriate for your group size and media needs.
- ✓ There is no buffer time between meetings. To allow for access by others, please leave promptly at the end of your reservation and take all items with you.
- ✓ If you have food, please allow yourself time for clean-up.
- ✓ Rooms should be locked upon exit.

### Questions and/or Assistance:

- ✓ **Clinical Conference Rooms:** Heather Williams at [hwill@law.harvard.edu](mailto:hwill@law.harvard.edu) or 617.496.8216
- ✓ **A/V equipment:** Media Services at [hshelp@law.harvard.edu](mailto:hshelp@law.harvard.edu) or 617.495.4840.
- ✓ **Catering:** email [catering@law.harvard.edu](mailto:catering@law.harvard.edu) or 617.495.5538
- ✓ **Key Request Form:** Facilities at [facmgmt@law.harvard.edu](mailto:facmgmt@law.harvard.edu) or 617.495.5521.

*If you have difficulties logging into EMS, contact the helpdesk at 617.495.0722.*

## How to Book a Room:

1. [Open the EMS Webpage](#) (bookmark it for future easy access)
2. Sign in using your LDAP username and password.
3. Starting on the left-hand menu, choose “Create a Reservation” → then under My Reservation Templates, choose “Clinical Conference Rooms” “book now”.
  - o *You can use the other options (Full-Service Reservation, etc.) to reserve other rooms throughout the Law School.*
4. On the left-hand side again, input your dates, time and number of people attending the event. Available clinical conference rooms will be displayed. Then click the blue round plus sign to select the room → then click on “Next Step”.
5. On the “Reservation Details” screen: input the name of the event (do not indicate any confidential case information); a phone number where the event organizer can be reached; and the name of your clinic/SPO → then select “Create Reservation”. This will complete the reservation: no confirmation will be e-mailed since the Events Office does not review the requests.

Daily schedules will not be posted outside the rooms. To see available space and who has already booked rooms, you can do so by selecting “Browse” → “Locations” on the left-hand navigation after you sign into EMS.

## A/V Services:

Some clinical conference rooms have self-service A/V capabilities at no charge. Please refer to the table above to see available A/V services for each room. If you need additional A/V services please request them at least 3 days in advance by contacting Media Services. You can bring your own laptops at no charge or request laptops for a fee.

## Catering:

Catering can be ordered in this way as well by e-mailing [catering@law.harvard.edu](mailto:catering@law.harvard.edu) at least 3 days in advance. You cannot add a service to the existing room reservation itself as you can for full-service reservations.

## Making Calls in the Clinical Conference Rooms:

- ✓ **Local calls:** Dial 9 for an outside line
- ✓ **Long distance calls:** Dial 9 for an outside line → Dial 1, the area code, and the phone number
- ✓ **Conference calls:** Press the Conf softkey → Enter the phone number for the party you wish to add → after the party answers, press Conf again and the conference will begin. Repeat the above steps to add additional lines.

*If you experience any issues, please contact Heather in OCP ([hwill@law.harvard.edu](mailto:hwill@law.harvard.edu)/617.496.8216).*