Telepresence Conference Room at Posner Center
Policies and Responsibilities

Posner Center is managed by the University Libraries and Office of the President. It houses rare books and art collected by Mr. and Mrs. Henry Posner Sr. The collection must be maintained in secure museum-quality conditions.

1. **Reservations** Reservations must be approved by the President’s Office. A minimum of four business days advanced notice is recommended. Reservations may be requested through SpaceQuest (http://www.cmu.edu/hub/spacequest/index.html).

2. **Cancellations** To cancel a meeting scheduled in SpaceQuest, please send email to Precious Jones (pj0q@andrew.cmu.edu) and Ignatios Alexander (ignatios@andrew.cmu.edu).

3. **Use** The Telepresence Conference Room is available for use of the Telepresence system. The room may not be used as a general meeting space. Meetings using the Telepresence system will be given priority, though traditional videoconferencing is also supported.

4. **Designated Coordinator** Every meeting must have at least one designated coordinator. This person will coordinate event details with Posner Center staff and is required to be in charge and on-site throughout the meeting. The designated coordinator must be the first to enter Posner Center and the last to exit.

5. **Opening Facility** The designated coordinator and attendees must use their ID cards to enter Posner Center through the Posner Hall doors.

6. **Closing Facility** The designated coordinator and attendees must follow instructions for exiting Posner Center through the Posner Hall doors.

7. **Capacity** The system is designed to comfortably handle six participants. A group of nine to twelve participants is possible, but not ideal.

8. **Food and Beverages** Food and beverages are NOT permitted in the Telepresence Conference Room.

9. **Far-end Contact** In order to set up videoconference calls in advance, the designated coordinator must provide far-end details including technical contact information and H.323 or IP address. If connecting with CMU-Qatar, the designated coordinator is responsible for coordinating details with the Qatar Telepresence facility.

10. **Media Technology** Media Technology provides technical support for the Telepresence Conference Room. The designated coordinator is responsible for scheduling technical support if needed. Media Technology: 412-268-8855 or mediatech@andrew.cmu.edu

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