

## **OITB Conference Room Policies and Procedures**

The Montgomery College Office of Information Technology building is located at 15400 Calhoun Drive, Suite 310, Rockville, MD 20855. OITB has three conference room areas available for **Montgomery College Staff and Faculty use**. Rooms are available Monday thru Friday from 8:15am to 4:45pm. The rooms may be scheduled by contacting the OITB Front Desk at 240-567-3000 or by emailing: [oitb@montgomerycollege.edu](mailto:oitb@montgomerycollege.edu).

### **Conference Room Descriptions**

- **OITB 304**, seats 30-35, Smart Station, Projector/Screen, Internet Ready, Microsoft Office Suite, Videoconferencing System and White Board
- **OITB 308** (Training Room), 18 workstations available, Smart Station, Projector/Screen, Internet Ready, Microsoft Office Suite and White Board
- **OITB 309**, seats 30 (18 at table and approximately 12 along the wall), LCD Display, Laptop, DVD/VCR, White Board, Internet Ready, Microsoft Office Suite, Videoconferencing System

If technical assistance is needed with an event, please schedule this in advance via the IT Helpdesk at 240-567-7222

### **Room Etiquette**

Individuals, who schedule meetings in the OITB Conference area, are solely responsible for their events, including table and chair set-up, A/V equipment use, catering removal and clean-up. At the end of each session, conference rooms should be returned to their original configurations to include: straightening chairs, moving tables back to their original positions, wiping down white boards, turning off all equipment/lights. Food should be properly disposed of in the OITB 3<sup>rd</sup> floor kitchen area. Trash in excess of the containers provided, should be disposed of in the OITB 3<sup>rd</sup> floor kitchen area.

### **Parking**

Ample parking is available in the front of the building. Wheelchair accessible parking and ramp is located at the rear entrance of 15400 Calhoun Drive.