

Office for Educational Resources

Service Request

Event Number (OER Staff Only) _____

Event/Course Name: _____

Sponsoring Department: _____

Contact Name: _____

Contact Number: _____

Date(s) Needed: _____

Time(s) Needed: _____

Setup/Tear Down Time Needed: NO YES When: _____

Attending: # _____

- General attendance:
- MD's
 - External
 - Med Students
 - River Campus
 - Nursing
 - Staff/Faculty
 - Grad Students
 - Other _____

Type of Space Requested:

- Auditorium
- Problem Based Learning(PBL)
- HWH Atrium
- Classroom
- Forbes Lounge
- HWH Auditorium
- Conference Room
- Flaum Atrium
- Ewart's Lounge
- Laboratory
- HWH Classroom
- Other _____

Media / Technology Assistance Required:

- Presentation assistance
- Equipment needed:
 - Turning Point System
 - Polycom
 - Microphones
 - Other _____
 - Data Projector/Computer
 - Laptop
 - Mediasite

Please note: ALL courses are to end 10 minutes before the hour or half hour.

NOTES