COLLABORATIVE
TO ADVANCE HEALTH SERVICES

Zoom & Conference Room Reservation Request

Requester: _____

Grant Name: _____

_____

Event title (Topic, if not known): _____

_____

Date(s): _____

Start Time: _____
(Include early log in time)

End Time: _____
(Will you need more time when the event has concluded?)

Room size needed:	500 person	1000 person	5,000 person
Room type:	Webinar	Meeting	
Collaborative rooms:	Zoom Room, 2427	Main conference room, 2418	

Webinar room: Multiple roles, host, cohost, panelist and attendees. This is a view only platform where the attendees cannot see each other and the host cannot see the attendees. This room also has additional abilities such as registration, reporting and in-meeting chat for attendees.

Meeting room: This is a fully interactive room and allows all participants the ability to see, speak, hear and screen-share with each other. Some of these features can be turned off during meeting setup.

Collaborative rooms: These are shared spaces within the Collaborative.