Meeting reservation practices
We are happy to share our meeting spaces with other divisions in the Department of Medicine. Priority for reservations is given to units within the Department of Medicine Headquarters office.

How to schedule a meeting: Reservations are done through Google calendar. When you create your meeting from any Google calendar, add the appropriate room to the “Room’s, etc.” tab. If the room is not populating, it is likely because it is not available for the selected date and time.

💡 Tip: Use the “Find a time” tab and uncheck the “show only available” box. This will show you room availability.

Rooms are named as follows:
VCRC Quiet Room 185
VCRC Teaming Area Room 160
VCRC-135 Large Conference Room Medicine
VCRC-187 Small Conference Room Medicine

Staff/faculty will be responsible for providing an event lead for any logistical or onsite support and for any catering needs, including coffee, water, paper products (i.e., plates, cups, etc.).

💡 Tip: To add the calendar to your main calendar page, go to the Other Calendars section on the left side of your Google calendar. Type in the room name in the “Add a coworker’s calendar” box, and add the room(s).