POLICY AND PROCEDURES

OFFICE OF MANAGEMENT

CDER Scheduling of WO51/1300 Conference Room

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PURPOSE

This MAPP helps manage the policies and procedures for reserving conference room 1300 in building 51 at White Oak.

BACKGROUND

The Division of Learning and Organizational Development (DLOD) in the Office of Executive Programs uses conference room 1300 as their main training location for CDER staff because the room can seat up to 100 attendees auditorium style. DLOD requested and has first priority to use this conference room for training, conferences, and presentations.

POLICY

- DLOD has priority access to conference room 1300 for CDER training purposes.

- If there is a scheduling request that does not involve a paid training or CDER initiative, DLOD events will remain scheduled in conference room 1300.

- The Training Design and Delivery Branch (TDDB) in DLOD and CDER EMS Administrator will attempt to find other accommodations for events that conflict with DLOD training programs.

RESPONSIBILITIES AND PROCEDURES

1. To reserve WO, building 51, conference room 1300 (for training events, meetings of 20 or more, etc.), the CDER meeting organizer will:

   o Submit conference room reservation requests through the Event Management System (EMS) (click on the link "White Oak Conference Rooms" on Inside.FDA).

2. The CDER EMS Administrator will:

   o Send a confirmation email to the meeting organizer indicating the reservation request is approved and complete (Attachment 1).

   o Room Setup Reminder email one week before the event to the meeting organizer with instructions on how to request room configurations and standard configuration diagrams (Attachment 3). An example of the subject line of the Room Setup Reminder email is listed below:

   "SETUP REMINDER: Reservation 555123 for WENZEL, DAVID beginning 6/4/2016"

3. DLOD will reserve conference room 1300 no more than 1 year in advance from the event reservation submission date.

4. The TDDB is responsible for the following:

   o Maintaining a current list of all scheduled trainings to be held in Conference Room 1300.
   o Reviewing the list for accuracy on a weekly basis to ensure that the scheduled and canceled training programs are reflected in EMS.
   o Sending a reminder 2 months before the scheduled event (Attachment 4).

5. The meeting organizer will submit the conference room setup request through an ERIC ticket stating the date, subject, requested setup type, and start time of the meeting

6. If there is a scheduling conflict with a DLOD training event and the request is for paid training events or CDER initiatives, TDDB will try to move the event to comparable conference rooms. The CDER EMS Administrator will send a meeting relocation email to notify the meeting organizer (see Attachment 2 for an

example of the meeting relocation email). An example of the subject line of the meeting relocation email is listed below:

"MEETING RELOCATION: Reservation 555123 for WENZEL, DAVID beginning 6/4/2016"

7. Any training event or meeting of 20 people or less will not have priority in 1300, and TDDB will move the event to comparable conference rooms.

8. In the event that the number of expected participants for a scheduled DLOD training in 1300 drops below 20, TDDB will relocate the event to comparable conference rooms.

9. Reservation requests in conference room 1300 will not be subject to any priority policies previously mentioned if the reservation was made no more than 2 work weeks in advance.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

CHANGE CONTROL TABLE

Effective Date	Revision Number	Revisions
4/19/17	N/A	Original

ATTACHMENT 1 – Confirmation Email Example

CDER
10903 New Hampshire Ave
Silver Spring MD 20993
301-796-4319

Confirmation

Employee	Reservation: 555123
	Event Name: Example Meeting
WENZEL, DAVID	Email Address: David.Wenzel@FDA.HHS.GOV
10903 New Hampshire Ave	Event Type: Meeting
SILVER SPRING, MD 20993-0002	
US	

ATTACHMENT 2 – Relocation Email Example

CDER
10903 New Hampshire Ave
Silver Spring MD 20993
301-796-4319

Meeting Relocation

Employee	Reservation: 555123
	Event Name: Example Meeting
WENZEL, DAVID	Email Address: David.Wenzel@FDA.HHS.GOV
10903 New Hampshire Ave	Event Type: Meeting
SILVER SPRING, MD 20993-0002	
US	

Bookings / Details	Quantity

The reservation described above has been relocated to conference room 22/2205 due to a prior scheduled training reservation.

We apologize for any inconvenience this may have caused. Your new meeting details are listed below.

Please contact CDER-WO-CONFERENCE-SUPPORT@FDA.HHS.GOV **or call (301) 796-4319 for any questions pertaining to this reservation.**

○

Thursday, June 09, 2016

9:00 AM - 4:00 PM Example Meeting (Confirmed) WO-Bldg 51 Room 1300

Meeting for 100

ATTACHMENT 3 – Room Setup Reminder Email Example

CDER
10903 New Hampshire Ave
Silver Spring MD 20993
301-796-4319

Room Setup Reminder

Employee	**Reservation: 657208**
WENZEL, DAVID 10903 New Hampshire Ave SILVER SPRING, MD 20993-0002 US	Event Name: Example Meeting Email Address: David.Wenzel@FDA.HHS.GOV Event Type: Meeting

Bookings / Details   **Quantity**

Your meeting is scheduled for one of CDER's reconfigurable conference rooms. Please confirm or cancel this meeting.

The Meeting Organizer should contact **ERIC** at (301) 827.3742 to open up a ticket for **room set-ups** at least **48 hrs.** prior to this meeting. Have ERIC assign this ticket to **OFEMS_LIAISON_CDER group**.

• Contact CDERAudioVisualSupport@fda.hhs.gov (301) 796.4321 for assistance with videoconferencing, teleconferencing, and audio/visual support **48hrs** prior to this meeting.

• Contact CDERAudioVisualSupport@fda.hhs.gov (301) 796.4321 for assistance with easels and flipcharts **48hrs** prior to this meeting. **(CDER does not provide flipchart paper or markers).**

All room set-ups require an approved ERIC ticket. Please **do not** call the CDER Moves team directly or rearrange the seating. **Failure to request set-up will leave you subject to the previous meeting's set-up style.**

Thursday, June 09, 2016
9:00 AM - 4:00 PM Example Training (Confirmed) WO-Bldg 51 Room 1300 (Conference Room)
  Meeting for 100

ATTACHMENT 4 – TDDB Weekly Reminder Email

From: CDER DLOD Info
To: CDER_OEPDLOD
Cc:
Subject: Weekly Reminder for Conference Room 1300 Reservations

The Training Design and Delivery Branch (TDDB) will review reservations for 1300 approximately 2 months before any scheduled events. It is important to email cderdlodinfo@fda.hhs.gov as soon as there are any changes to the scheduled event. If your meeting has been canceled, please appropriately cancel the reservation in EMS. If you transfer the reservation to another employee, please make the update with the appropriate contact information in EMS.

The 1300 conference room is booked for many reasons including large meetings, large group trainings, and other various needs. When reserving 1300, we ask that you book the conference room as needed and avoid reserving the room for events that have less than 20 attendees.

We need your help to keep the reservations for conference room 1300 current to meet the growing demand for conference rooms in the Center. Punctual cancellations will allow the conference room to be available for other users and allow us to make better use of CDER staff time and effort.

We appreciate your commitment to CDER by helping us maximize the utilization of the conference room.