

**CONFERENCE ROOMS AVAILABLE THROUGH STATE GOVERNMENT
October 2014**

This list is updated through the General Services Division, Department of Administration. Please call 444-3060 if you would like a copy or have updates to this list. Also understand that information on this list is only updated periodically so all information may not be completely accurate when you call to make reservations. Please confirm any information when booking an area with each individual contact person.

BUILDING/LOCATION	CAPACITY	CONTACT PERSON / PHONE #	SPECIAL PROVISIONS
CAPITOL 1301 EAST 6TH AVENUE <div style="text-align: right;"> Parking available in north & south parking lots.</div>			
Rotunda		Debbe Malensek or Kim Cross - 444-3060	<i>No food or drink in ANY of the rooms/areas in the Capitol, with the exception of the Rotunda.</i> <i>An agreement must be signed before using any room in the Capitol including Rotunda.</i>
Room 152	21 at tables 60/audience	To inquire about availability or to reserve any Legislative hearing rooms, please contact the Legislative Branch, 444-3064.	
Room 172	21 at tables 54/audience		
Room 317	25 at tables 75/audience	For specific information on the hearing rooms, the audio visual equipment availability, or the use of the House or Senate Chambers, please contact Lenore Adams, 444-4456.	
Room 303 (Old Supreme Court Chambers / Gallery)			
COGSWELL 1400 BROADWAY <div style="text-align: right;"> Parking in front along Broadway and regular parking near DPHHS - walk to Cogswell Building.</div>			
C205 Handicap accessible	25	Vicki Cook - 444-0732 Book thru Outlook Calendar (HHS Cogs)	White Boards Star War Phone LCD
C207 Handicap accessible	25		White Boards Star War Phone LCD
DOA & ATTACHED AGENCIES <div style="text-align: right;"></div>			
See Attachment A: Conference Rooms Available Through DOA & Attached Agencies below.			

BUILDING/LOCATION	CAPACITY	CONTACT PERSON / PHONE #	SPECIAL PROVISIONS
FISH, WILDLIFE & PARKS 1420 EAST 6TH AVENUE		 Parking - 2 spaces along 6th Avenue w/ more parking on the west side of building.	
1st Floor Conference	40	Betty Warren - 444-9089 Coleen Furthmyre - 444-3186	1st Floor Conference - 2 rooms 12-15 in Front Room, 15-20 in Middle Room, if 3rd room is required, can accommodate 45-50. Arrange table/chairs as desired. Video equipment is available but must be requested in advance.
LABOR & INDUSTRY 1315 EAST LOCKEY AVENUE		 Parking - 5 spaces in parking lot in back of the building.	
		444-2840	
DEQ 1100 NORTH LAST CHANCE GULCH		 Parking - 3 designated.	
Room 112	35	841-5000	White board, screen, chalk board & telephone available
Room 216	20	Bill Webb - 841-5202	White board available - phone available
Room 220	5	841-5200	White board available - phone available
OFFICE OF PUBLIC INSTRUCTION 1201 11TH AVENUE		 Parking in front of the building with handicap spots.	
1st Floor	15	Leona Wetherall - 444-0751	

BUILDING/LOCATION	CAPACITY	CONTACT PERSON / PHONE #	SPECIAL PROVISIONS
OFFICE OF PUBLIC INSTRUCTION 1227 11TH AVENUE			
 Parking on 11th Avenue; 2 designated places in front of the building - 1 used by employee.			
Training Room 1st floor	30	Kelli Webb/Eileen Burns - 444-3680	16 computer work stations
Superintendent's Conference Room - Upstairs	15	Amy Kruse - 444-5643	Coffee available - call to make arrangements. Accessible by elevator.
OFFICE OF PUBLIC INSTRUCTION 1300 11TH AVENUE			
 Parking in front of the building (2 spaces; 1 used daily by employee).			
Upstairs Elevator available	15-17	Receptionist- 444-3693	
OLD LIQUOR WAREHOUSE 920 FRONT STREET			
 No handicapped parking. Building NOT wheelchair accessible.			
Print & Mail Services, Top Floor	20	Print & Mail Services - 444-3053	Conference table and chairs.
PUBLIC HEALTH & HUMAN SERVICES 111 SANDERS STREET			
 Parking lot behind building.			
Auditorium	148	Sheila Lopach - 444-5623 or Leah Anderson - 444-9722	Overhead screen and microphone system available. TV/VCR available.
107	25		Black boards, phone available (x7330). TV/VCR available.
207	25		Black boards, phone available (x9619). TV/VCR available.
306	25		Black boards, phone available (x2599). TV/VCR available.

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SCOTT HART 302 NORTH ROBERTS STREET			 Parking in west parking lot and on Roberts Street.
1st Floor Auditorium	99	Deborah Malensek or Kim Cross - 444-3060	Wireless microphone system, pull down video screen, three 6' tables & 12 chairs available for up front. Data & telephone jacks available for Internet connectivity.
225 (Agriculture)	30-35	Mary Victory-Daw - 444-3144	White board, screen available. Room available in 4 hour blocks.
318 (Livestock)	18	Sherry Rust - 444-7323	Two large conference tables - limited seating away from table.
STATE LIBRARY 1515 EAST 6TH AVENUE			 Parking lot east of the building.
Basement	30	Stacy Bruhn - 444-3115	Overhead projector & screen, VCR & display monitor. Five portable wooden tables. Coffee pot available.

**ATTACHMENT A: CONFERENCE ROOMS AVAILABLE THROUGH
DOA & ATTACHED AGENCIES**

CONFERENCE ROOM CURRENT NAME	LOCATION	DIVISION/BUREAU	CAPACITY	AMENITIES	CONFERENCE ROOM PHONE NUMBER	ACCEPTING PERSON/GROUP
DOA ITSD RESF Conference Room	Federal Reserve Bldg. (Access Required)	SITSD	6		444-3377	Automatic acceptance through Outlook
DOA ITSD ResM Annex CR-E (SITSD ONLY)	Annex 118 North Roberts (Access Required)	SITSD	10		444-0111	Automatic acceptance through Outlook
DOA ITSD ResM Room 13A (Conference)	Mitchell Bldg. Basement West Wing	SITSD	10	White Board	444-0545	Capitol Operators 444-2586
DOA ITSD ResM Room 13B (Training)	Mitchell Bldg. Basement West Wing	SITSD	20	Laptops, White Board, Projector, Screen, Computer Tables	444-1838	Miranda Keaster 444-2911
DOA ITSD ResM Room 53	Mitchell Bldg. Basement East Wing	SITSD	20-35	White Board, Projector, Screen, & Computer	444-0534	Capitol Operators 444-2586
DOA Director Conference Room 159	Mitchell Bldg. First Floor East Wing (Restricted access to reserve this room)	Director's Office	8	White Board	444-9097	Monica Abbott 444-2460 or Gretchen Bingman 444-3308
DOA ITSD ResM Room 218 (SITSD USE ONLY)	Mitchell Bldg. 2nd Floor West Wing	SITSD	18-23	TV, MetNet Video, Polycomm Phone, Projector, White Board, Screen	444-1585	Capitol Operators 444-2586
DOA ITSD ResM Room 285 (SITSD ONLY)	Mitchell Bldg. 2nd Floor East Wing	SITSD	8	TV, Metnet Video, Polycomm Phone, Projector, White Board, Screen	444-2785	Capitol Operators 444-2586
DOA HCBDBenefits Conference Room Suite 115	100 North Park	HCBDB				
DOA Lottery Large Conference		Lottery				
DOA Lottery Small Conference		Lottery				
DOA MPERA Board Room	100 North Park Suite 200	MPERA				

CONFERENCE ROOM CURRENT NAME	LOCATION	DIVISION/BUREAU	CAPACITY	AMENITIES	CONFERENCE ROOM PHONE NUMBER	ACCEPTING PERSON/GROUP
DOA MPERA Conference Room 218	101 North Park Suite 200	MPERA				
DOA MPERA Conference Room 231	102 North Park Suite 200	MPERA				
DOA RES Accounting Room 255	Mitchell Bldg. 2nd Floor East Wing	SFSD	8-10	White Board	444-4294	Pat Birnie 444-2505 or Dulcie McNulty 444-3133
DOA RES Personnel room 136	Mitchell Bldg. First Floor West Wing	SHRD	50	Smart Board, Projector	444-2572	Suzanne Warden or Joanne Polyasko 444-3871
SABHRS Conference Room 281 (SABHRS Use Only)	Mitchell Bldg. 2nd Floor East Wing	SFSD	15	Smart Board, Polycomm, Projector, Screen	444-2774	Cheryl Grey 444-7334 or Mariann Huso 444-0135 or Matt Pugh 444-3582
State Procurement Bureau	Mitchell Bldg. First Floor East Wing (Within Room 165)	GSD	14	White Board	444-3316	Brad Sanders 444-2575
MetNet Video Conference Room 107	1310 East Lockey Basement	SITSD	10-12	White Board	444-0143	Nancy Henderson or Lonnie Robinson 444-6788

When you create a meeting request, it is typical and convenient to include the meeting location for the meeting or event. You can use the Address Book to find a conference room.

1. On the **File** menu, point to **New**, and then click **Meeting Request**. **Keyboard shortcut** to create a new meeting request; press CTRL+SHIFT+Q.
2. In the **Subject** box, type a description of the meeting or event.
3. To open the Address Book to see which rooms are available, next to the **Location** box, click **Rooms**.

The screenshot shows a meeting request form with the following fields:

- To...
- Subject:
- Location: [dropdown arrow] **Rooms...** (highlighted in red)
- Start time: Wed 12/31/2008 [dropdown arrow] 11:00 AM [dropdown arrow] All day event
- End time: Wed 12/31/2008 [dropdown arrow] 12:00 PM [dropdown arrow]

If you don't see the **Rooms** button, you might have:

- Opened an appointment instead of a meeting request.
- Clicked **New** on the toolbar instead of opening a meeting request on the **File** menu. By default, when in Calendar, clicking **New** on the **File** menu opens an appointment.

In both cases, the **Rooms** button is not displayed until you add at least one other person. It makes the appointment into a meeting request. To change an appointment to a meeting request, on the **Appointment** tab, in the **Show** group, click **Scheduling Assistant**.

4. **Complete the meeting request and send it.**