|  |
| --- |
| **University of Arkansas Medical Science Room Request Form Send this request via email to:** **ReserveRoom@uams.edu** **Deadline:**  |
| **Course Number:** **Course Name:**  |
| **Requesting Faculty:** **Semester/Year:** **Additional faculty:**   |
| **Request Type:** [ ]  Original Request [ ]  Change **Submission Date:**    |
| **Telecom Sites:**  [ ]  Batesville [ ]  El Dorado [ ]  Fayetteville [ ]  Fort Smith [ ]  Helena [ ]  Jonesboro [ ]  Magnolia [ ]  Mt. Home [ ]  Pine Bluff [ ]  Texarkana  **If telecom does this conference need to be recorded?** [ ]  Yes [ ]  No  |
| **Please Mark Audio Visual Equipment Needed** |
|  | [ ]  Apple TV  | [ ]  Computer | [ ]  Microphone  | [ ]  Turning Point |  |
|  | [ ]  AV Tech & Time Needed \_\_\_\_\_\_\_  | [ ]  Data Projector | [ ]  Webcam  | [ ]  Turning Point Clickers  |
|  | [ ]  Close Wall | [ ]  Document Camera | [ ]  Collaborate  | [ ]  Video Conferencing |  |
|  | [ ]  Open Wall  | [ ]  Headsets  | [ ]  Record Event | [ ]  N/A |  |
| **Other equipment:**  |
| **Notes:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Time** | **RoomRequested** | **Room Assigned** | **Head Count** | **Course Type:** | **Course Mode** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

 ***Course Type: ATI Exam, Exam, Lab, Lecture, NBME, Orientation, Practicum***

 ***Course Mode: Face-to-Face, Telecom (IVN)***