|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room** | **# of Seats** | **Contact** | **Equipment Available** | **Best way to reserve** |
| Nash 032 | 52 | Leighann Auer  [leighann.auer@oregonstate.edu](mailto:leighann.auer@oregonstate.edu)  541-737-1978  Gabby Fecteau  [Gabrielle.fecteau@oregonstate.edu](mailto:Gabrielle.fecteau@oregonstate.edu)  541-737-4893 | Full computer and projector set-up. Can use polycom. | Contact Leighann Auer or Gabby |
| Nash 033 | 52 | Leighann Auer  [leighann.auer@oregonstate.edu](mailto:leighann.auer@oregonstate.edu)  541-737-1978  Gabby Fecteau  [Gabrielle.fecteau@oregonstate.edu](mailto:Gabrielle.fecteau@oregonstate.edu)  541-737-4893 | Full computer and projector set-up. | Contact Leighann Auer or Gabby |
| Nash 204 | 49 | Leighann Auer  [leighann.auer@oregonstate.edu](mailto:leighann.auer@oregonstate.edu)  541-737-1978 | Full computer and projector set-up. | Contact Leighann Auer |
| Nash 206 | 85 | Full computer and projector set-up. |
| Nash 404 | 25 | Sally Tatala [Sally.Tatala@oregonstate.edu](mailto:Sally.Tatala@oregonstate.edu) 541-737-1827 | Projector but no computer, telephone jack. | [Use the Online Event Calendar](http://web.science.orst.edu/cgi-bin/cal/webevent.cgi?cmd=opencal&cal=cal15&) |
| ALS 4000 | 104 | Caroline Charlton  [Caroline.Charlton@oregonstate.edu](mailto:Caroline.Charlton@oregonstate.edu)  541-737-5477 | Projector but no computer. Hard wire – CAT-V (internet). No video camera. Polycom does not work in this room. | Contact Caroline |
| ALS 4001 | 60 | Jeannine Cropley [Jeannine.Cropley@oregonstate.edu](mailto:Jeannine.Cropley@oregonstate.edu) 541-737-3678 | Full computer and projector set-up. Wi-fi only. Not good for adobe connect or streaming. [Can use polycom with advanced notice](mailto:fwl-support@oregonstate.edu) | Contact Jeannine |

**Conference/Meeting rooms:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room** | **# of Seats** | **Contact** | **Equipment available** | **Best way to reserve** |
| ALS 4009 | 15 | Caroline Charlton  [Caroline.Charlton@oregonstate.edu](mailto:Caroline.Charlton@oregonstate.edu) 541-737-5477 | None | Contact Caroline |
| Nash 032 | 52 | Leighann Auer  [leighann.auer@oregonstate.edu](mailto:leighann.auer@oregonstate.edu)  541-737-1978  Gabby Fecteau  [Gabrielle.fecteau@oregonstate.edu](mailto:Gabrielle.fecteau@oregonstate.edu) 541-737-4893 | Full computer and projector set-up. Can use polycom. | Contact Leighann Auer or Gabby |
| Nash 104J | 16 | Leighann Auer  [leighann.auer@oregonstate.edu](mailto:leighann.auer@oregonstate.edu)  541-737-1978  Gabby Fecteau [Gabrielle.fecteau@oregonstate.edu](mailto:Gabrielle.fecteau@oregonstate.edu) 541-737-4893 | 104J has complete computer/projector/ polycom set up and phone 541-737-1942.  164 has complete computer and projector set up. [Polycom capabilites](mailto:fwl-support@oregonstate.edu): polycom/camera cannot show powerpoint presentations.  Phone: 541-737-7303 | You can reserve it yourself using Outlook if you have access to the Folder List, if not you can contact Leighann or Gabby. |
| Nash 164 | 12 |
| Nash 234 | 8 | Sally Tatala [Sally.Tatala@oregonstate.edu](mailto:Sally.Tatala@oregonstate.edu) 541-737-1827 | None | [Online Event Calendar](http://web.science.orst.edu/cgi-bin/cal/webevent.cgi?cmd=opencal&cal=cal14&) |
| Nash 404 | 25 | Sally Tatala [Sally.Tatala@oregonstate.edu](mailto:Sally.Tatala@oregonstate.edu) 541-737-1827 | Projector but no computer and no speakers. Polycom capabilities; telephone jack. | [Use the Online Event Calendar](http://web.science.orst.edu/cgi-bin/cal/webevent.cgi?cmd=opencal&cal=cal15&) |
| ALS 006 | 50  (at desks) | Caroline Charlton  [Caroline.Charlton@oregonstate.edu](mailto:Caroline.Charlton@oregonstate.edu)  541-737-5477 | None | Contact Caroline |
| ALS 012 | 30  (at tables) | Caroline Charlton  [Caroline.Charlton@oregonstate.edu](mailto:Caroline.Charlton@oregonstate.edu)  541-737-5477 | None | Contact Caroline |
| With 201 | 14 | Dodi Reesman 541-737-4761  Otila Zuschlag – Office manager  [otila.zuschlag@oregonstate.edu](mailto:otila.zuschlag@oregonstate.edu)  JoRae Perkins – OS 2  [jorae.perkins@oregonstate.edu](mailto:jorae.perkins@oregonstate.edu) | Full computer, mobile polycom capabilities with advanced notice, projector use available with ONID/FWL account. | Contact Dodi, Otila, or JoRae |
| Hovland 09 | 10 | Jack Breen  [jack.breen@oregonstate.edu](mailto:jack.breen@oregonstate.edu)  541-737-5909 | Projector, TV, computer, and laptop hookups | Contact Jack |
| Crops 119 |  | Emmalie Goodwin  [emmalie.goodwin@oregonstate.edu](mailto:emmalie.goodwin@oregonstate.edu) |  | Contact Emmalie |
| Strand 240 |  | Julie Bain  [Julie.bain@oregonstate.edu](mailto:Julie.bain@oregonstate.edu)  Elizabeth Webb  [Elizabeth.c.webb@oregonstate.edu](mailto:Elizabeth.c.webb@oregonstate.edu) |  | Contact Julie or Elizabeth |
| Kelly Engineering Conference rooms | 15 | Main office 541-737-3617 | Projector, no computer, laptop hookups. Can check out projector. These rooms are best for just meeting – the equipment is unreliable but the space large and can accommodate about 15-20 people with their laptops. Conference phone in room. | Call the main office |

**Polycom I.P. Addresses:**

Burns: 140.211.228.5

HMSC 028: 128.193.170.88

HMSC ED 34: 128.193.170.89

HMSC Lavern Weber Conference Room: 128.193.170.74

HMSC West Wing: 128.193.170.96

HMSC Guin Library/Barry Fisher Conference Room: 128.193.170.55

Hermiston: 140.211.228.133

Union: 140.211.228.133

Nash 032: 128.193.186.42

Nash 164: 128.193.186.64

Nash 104J: 128.193.186.36

Nash Mobile Polycom: 128.193.186.77

Withycombe Polycom:128.193.210.19