# W.J. Henderson Centre for Patient-Oriented Research

## Online Room Booking

NOTE: Please ensure you have fulfilled _all training requirements_ prior to booking space in the Centre for work involving research participants. Contact Lisa McAvoy for more information**

To book these rooms through Outlook, users must have computer access through the hospitals (Kingston Health Sciences Centre (KHSC) and/or Providence Care (PC).

- ❖ If you do not currently have computer access though KHSC/PC, please complete a KHSC Computer Access Request Form (CARF - available through KHSC's Service Desk) and submit to KHSCITAccessRequests@kingstonhsc.ca.

- ❖ All questions or concerns related to computer access should be directed to the KHSC Service Desk at KHSC.HelpDesk@kingstonhsc.ca or KGH 4357.

**ALLERGY ALERT** – Food is permitted in this facility. However, please DO NOT bring in food containing shellfish as there are individuals in this space who are severely allergic to shellfish.

### Booking the Centre for Research involving Participants:

Instructions below are for booking exam rooms, interview rooms and meeting rooms, Clinical Investigation Unit (CIU) beds, CIU chairs and CIU procedure room, for uses involving research participants.

- ❖ To book a room online:
    1. Open Outlook calendar and click "New Meeting". *
    2. At the top right-hand side, click "Rooms". A listing of all KHSC rooms available through Outlook will appear.
    3. Click on the specific room(s) you want to book and then click on the "Rooms->" button at bottom to add these rooms. Click "OK". **All rooms in the WJ Henderson Centre start with "KGHRI Connell 4…"**
    4. Add all recipients who need the room booking in their calendar by clicking on the "To" icon to pull up names through Outlook Address, or by manually entering emails.
    5. Add subject line and select date and start/end times. In the subject line please also include the primary research contact's name and phone number, the Principal Investigator's name, and a brief descriptor (e.g. COPD study).
    6. In the main body of the meeting evite, provide the following **mandatory** information: Project Title, Principal Investigator's Name, Primary Research Contact (name, email, phone), HSREB Approval/Clearance #, TRAQ DSS FORM #, and a **complete list** of all researchers, research staff, students and trainees (including hospital staff and contractors) who will be present in the room and/or seeing research participants.
    7. Click "Send" when done. Room request goes to KGHRI administrator.

_* Alternatively, you can click "New Meeting" and then click on "To" icon. Click "Address Book" and select "All Rooms" from the drop-down list. Follow Steps 3 to 7 above._

_** All room booking requests will be reviewed and approved by a KGHRI administrator. In order to access the Centre, research users **must** have completed our "General Orientation and Training" course. You will receive an acknowledgement via email if your room booking is approved. For questions, please contact Lisa McAvoy, Lisa.McAvoy@kingstonhsc.ca or KGH 3344; or Leah Garrison, Leah.Garrison@kingstonhsc.ca or KGH 8171._

<p align="center" style="color:red"><strong>W.J. Henderson Centre<br>for Patient-Oriented Research</strong></p>

## Booking the Centre for Meetings Only:

Instructions below are for booking interview rooms and meeting rooms for uses not involving research participants, such as team meetings, site feasibility/initiation visits, and study monitoring visits.

*NOTE: Research users are responsible for returning rooms to their original condition. When booking the above rooms, please allow yourself additional time for setup, takedown and cleanup.*

**ALLERGY ALERT** – Food is permitted in these rooms. However, please DO NOT bring in food containing shellfish as there are individuals in this space who are severely allergic to shellfish.

❖ Steps to book a room:
1. Open Outlook calendar and click "New Meeting". *
2. To the right of the Location bar, click "Rooms". A list of all KHSC rooms available to be booked through Outlook will appear.
3. Click on the specific room(s) you want to book and then click on the "Rooms->" button at bottom to add these rooms. Click "OK". **All rooms in the W.J. Henderson Centre start with "KGHRI Connell 4…"**
4. Add all recipients who need the room booking in their calendar by clicking the "To" button to pull up names through Outlook Address, or by manually entering emails.
5. Add subject line and select date and start/end times. In the subject line please also include the primary research contact's name and phone number.
6. Click "Send" when done. Room request goes to KGHRI administrator.

*\* Alternatively, you can click "New Meeting" and then click on "To" icon. Click "Address Book" and select "All Rooms" from the drop-down list. Follow Steps 3 to 6 above.*

*\*\* All room booking requests will be reviewed and approved by a KGHRI administrator. You will receive an acknowledgement via email if your room booking was approved. For all questions, please contact Lisa McAvoy at Lisa.McAvoy@kingstonhsc.ca or KGH 3344 or Leah Garrison at Leah.Garrison@kingstonhsc.ca or KGH 8171.*