# W.J. HENDERSON CENTRE FOR PATIENT-ORIENTED RESEARCH
## Online Booking

Users **must** have computer access through the hospitals (Kingston Health Sciences Centre (KHSC)/ Providence Care) to book rooms in the Centre through Outlook.

❖ If you do not currently have computer access though KHSC, 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 "KHSC Service Desk" at KHSC.HelpDesk@kingstonhsc.ca or KGH 4357.

**ALLERGY ALERT** – Food is permitted in these rooms. We do however ask that you DO NOT bring in any food that contains shellfish as there are individuals who book this room that have a serious allergy.

**Booking WJHCPOR for Research Participants or booking time in the Centrifuge room:**
*Please make sure you have fulfilled all training requirements prior to booking a participant visit in the centre or time in the Centrifuge Room. Contact Lisa McAvoy for more information*

Instructions listed below for booking exam rooms, Clinical Investigation Unit (CIU) beds, CIU chairs, CIU procedure room, interview rooms and meeting rooms to see research participants.

❖ Steps to book a room:
1. Open Outlook and click "New Meeting".
2. At the top right-hand side, click "Rooms". A listing 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 "Room->" icon at bottom to add these rooms. Click "OK". *All rooms in Connell 4 start with "KGHRI Connell 4…"*
4. Add all recipients who need the room booking in their calendar as a reminder by clicking on the "To" icon to pull up names through Outlook Address or manually entering emails.
5. Add subject line and select date and start/end times. Please also include in the subject line the contact info of the main person booking (name and phone number), PI name, and brief study information (i.e. 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, #), HSREB Approval/Clearance #, TRAQ DSS FORM #, and **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. When requesting time in the Centrifuge Room, provide the following **mandatory** information: Project Title, Principal Investigator's Name, Primary Research Contact (name, email, #), HSREB Approval/Clearance #, TRAQ DSS FORM #, and **complete list** of all research staff, students and trainees who will be accessing the Centrifuge room for the time period requested.
8. Click "Send" when done. Room request goes to KGHRI administrator.

*\* Alternatively, you can click "New Meeting" and then click on "To" icon and go under "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. For users to be granted access users **must** have taken and completed the "General Orientation and Training" course. . For users to be granted access to the Centrifuge Room users **must** have taken and completed the Queen's Biosafety Level 2 training*

*and WJHCPOR Lab Training. You will receive an acknowledgement via email if your room booking was approved. For all questions, please contact Lisa Kozycz at [Lisa.Kozycz@kingstonhsc.ca](mailto:Lisa.Kozycz@kingstonhsc.ca) or KGH 8171.*

*Please see instructions at the end of this document to view room availability prior to booking.*

**Booking WJHCPOR for Meetings Only:**

Instructions listed below for interview rooms and meeting rooms for team meetings, study monitoring visits, and pharmaceutical rep visits only.  There are no research participants involved.

*When booking the above rooms please allow yourself enough time for set up prior to your meeting and take down at the end of your meeting.*

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❖ Steps to book a room:
1. Open Outlook and click "New Meeting".
2. At the top right-hand side, click "Rooms". A listing 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 "Room->" icon at bottom to add these rooms. Click "OK". ***All rooms in Connell 4 start with "KGHRI Connell 4…"***
4. Add all recipients who need the room booking in their calendar as a reminder by clicking on the "To" icon to pull up names through Outlook Address or manually entering emails.
5. Add subject line and select date and start/end times.  Please also include in the subject line the contact info of the main person booking (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 and go under "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 Kozycz at Lisa.Kozycz@kingstonhsc.ca](mailto:Lisa.Kozycz@kingstonhsc.ca) or KGH 8171.*

❖ To view room availability prior to booking:

1. Open **Outlook** with your KHSC account.
2. Enter your **Calendar.**
3. On the Home tab click **Open Calendar** and select *From Room List*.
4. Browse for room names or type them in the Search box. ***All rooms in Connell 4 start with "KGHRI Connell 4…"***
5. Double click the name of the required rooms and click OK.
6. The room **calendar** has been added under the **Shared Calendars** heading in the left side menu of your outlook calendar, booked rooms will present as *busy*.

*\*\*\* You may right click and delete this shared calendar when you are finished, or simply uncheck the box beside the shared calendar to remove it from view and keep for future reference.*