Reserving Engineering Conference Rooms

Rooms can be reserved via your Outlook calendar or some rooms can be reserved at https://intranet.engineering.osu.edu/services/van-and-room-reservations

Outlook instructions:

1. Choose a meeting day/time in your outlook calendar
2. Click “Invite Attendees” in the tool bar
3. Type in emails of those who are invited to this meeting
4. Type in email for the room you would like to reserve (note, this will auto populate as the location of the meeting)
   a. If room email is unknown, you can use the address book button to search
   b. All rooms start with “+ENG”
   c. Scroll through to find the desired conference room and select
5. Click on the scheduling assistant button to see the attendees and room availability
   a. If attendees have a meeting/the room is booked, the time will be blocked off in blue or purple
   b. You can scroll through the days or choose another date/time from this screen if those you are meeting with are booked.
6. Your request will then be reviewed by the employee(s) who manage room reservations for the area. The request will be approved or denied based on availability
Bolz Hall
2036 Neil Avenue, Columbus OH 43210

Conference room 330
- Can accommodate: 14 people
- Scheduling Email: eng-mae330bolzconfm@osu.edu
- Managed by Heather Spisak (Spisak.13) and Sarah Vanadia (vanadia.6)
- Features: TV equipped with Soltice wireless presentation sharing platform, coffee maker, sink

Additional information for 330 Bolz at: https://intranet.engineering.osu.edu/services/van-and-room-reservations

Hitchcock Hall
2070 Neil Ave, Columbus, OH 43210

Conference room 155
- Can Accommodate: 27 People (18 at conference table)
- Scheduling Email: ENG-155HI@osu.edu
- Managed by Sophia Rester (rester.2)
- Features: configurable conference table, video projector, white boards, and a video conferencing system.

Conference room 244G
- Can Accommodate: 10-12 People
- Scheduling Email: eng-244ghi@osu.edu
- Managed by: Ashley Fields (fields.306)
- Features: Equipped with a flat screen TV, access to a computer, polycom, and large whiteboard

Conference room 410
- Can Accommodate: 52 People
- Scheduling Email: eng-hi410@osu.edu
- Managed by: Civil, Environmental, and Geodetic Engineering Students (eng-cege-student@osu.edu)
- Features: Equipped with a computer, projector and polycom.
- Note: Requires conference room key to be picked up/returned from room 470 (must be returned immediately after unlocking/locking room)
Conference room 416

- Can Accommodate: 16 People
- Scheduling Email: eng-hi416@osu.edu
- Managed by: Civil, Environmental, and Geodetic Engineering Students (eng-cege-student@osu.edu)
- Features: Equipped with a computer, projector and polycom (no sound in this room).
- Note: Requires conference room key to be picked up/returned from room 470 (must be returned immediately after unlocking/locking room)

Conference room 426

- Can Accommodate: 18 People
- Scheduling Email: eng-hi426@osu.edu
- Managed by: Civil, Environmental, and Geodetic Engineering Students (eng-cege-student@osu.edu)
- Features: Equipped with a computer, projector and polycom (no sound in this room).
- Requires conference room key to be picked up/returned from room 470 (must be returned immediately after unlocking/locking room)

Additional information for some rooms found at: https://intranet.engineering.osu.edu/services/van-and-room-reservations