Reserving Conference Rooms at a Center

Rooms can be reserved via your Outlook calendar, please see below for further instructions

**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

Please note, conference rooms are generally not available for public use and are reserved for Center faculty, students and staff first. Please contact the Center’s fiscal associate/office associate if you have questions on availability or other restrictions.
ARC
2300 West Case Rd. Columbus, OH 43235

Conference room 176
- Can Accommodate: 8 People
- Scheduling Email: wenning.63@osu.edu
- Managed by: Alex Wenning (Wenning.63)
- Features: Equipped with a white board

Conference room 100
- Can Accommodate: 30 People
- Scheduling Email: wenning.63@osu.edu
- Managed by: Alex Wenning (Wenning.63)
- Features: Equipped with a white board and a projector

CEMAS
1305 Kinnear Rd Columbus, OH 43212

Conference room
- Can Accommodate: 13 People
- Scheduling Email: ENG-CEMASConferenceRoom@osu.edu
- Managed by CEMAS front desk (cemas.osu.edu)
- Features: equipped with a flat screen TV that may be connected to a Mac or PC, as well as two dry erase boards.

Additional information at https://cemas.osu.edu/about/meeting-spaces
CDME
1314 Kinnear Road Columbus, Ohio 43212

Conference room 117
- Can Accommodate: 20 People
- Scheduling Email: ENG-CDME117ConfRoom@osu.edu
- Managed by: Chelsea Dobson (Dobson.6)
- Features: Equipped with TV, white boards and proper cords to display on the TV

Conference room 1531
- Can Accommodate: 10-12 People
- Scheduling Email: eng-cdme1531confrm@osu.edu
- Managed by: Chelsea Dobson (Dobson.63)
- Features: Equipped with TV, white board and proper cords to display on TV.

Conference room 1533A
- Can Accommodate: 6 People
- Scheduling Email: eng-cdme1533aconfrm@osu.edu
- Managed by: Chelsea Dobson (Dobson.63)
- Features: Equipped with TV, white board and proper cords to display on TV.
ESL
1330 Kinnear Road Columbus, OH 43212

Conference room 132
- Can Accommodate: 40 People
- Scheduling Email: eng-esl132mrc-newblg@osu.edu
- Managed by: Spencer Smith (smith.4916)
- Features: built-in video projector, an automated projector screen, a laptop, a phone line and white boards.

Conference room 141
- Can Accommodate: 15 people
- Scheduling Email: eng-esl141-newbldg@osu.edu
- Managed by: Spencer Smith (smith.4916)
- Features: built-in video projector, an automated projector screen, a phone line and a white board

Conference room 150
- Can Accommodate: 8 People
- Scheduling Email: eng-esl150-newbldg@osu.edu
- Managed by: Spencer Smith (smith.4916)
- Features: 60" LED TV equipped with Soltice Pod software based collaboration platform, a phone line and a white board

Conference room 238 (old building)
- Can Accommodate: 12 People
- Scheduling Email: eng-esl238-oldbldg@osu.edu
- Managed by: Spencer Smith (smith.4916)
- Features: white board, phone line and a 70" LED TV equipped with Soltice wireless presentation sharing platform

Conference room 240 (old building)
- Can Accommodate: 12 People
- Scheduling Email: eng-esl240-oldbldg@osu.edu
- Managed by: Spencer Smith (smith.4916)
- Features: 80" LED TV equipped with Soltice wireless presentation sharing platform and a built-in camera which provides video conferencing capabilities
Additional information at https://electroscience.osu.edu/about-esl/esl-room-scheduling

SIMCenter

174 West 18th Ave Columbus, OH 43210

Please contact simcenter@osu.edu or SIMCenter Office Manager for room availability