UCVM ROOM BOOKINGS GUIDE

HOW TO BOOK A UCVM SPACE
A follow along guide with images. (click on the hyper-link above to go directly to the Guide)

ROOM BOOKING FAQs
Have questions about this process? The answers may be found here! (click on the hyper-link above to go directly to FAQs section)

ROOM BOOKING VIDEOS
Instructional & informational videos about UCVM's Room Booking Procedures.

MEETING ROOM PHOTOS
Images of available meeting room/event spaces, some bookable directly and others through the ucvmrmbk@ucalgary.ca email.

Spy Hill rooms available for direct booking
Spy Hill rooms available via ucvmrmbk@ucalgary.ca
Foothills rooms available for direct booking
Foothills rooms available via ucvmrmbk@ucalgary.ca

UNIVERSITY OF CALGARY
FACULTY OF VETERINARY MEDICINE

How to Directly Book a UCVM Space (LibCal)
https://vet.ucalgary.ca/vetnet/resources/ucvm-room-booking

Welcome to the LibCal room booking system! ONLY UCVM (Faculty of Veterinary Medicine) Faculty, Staff and Students are to use this direct booking system. Everyone else must book UCVM space via the UCVM Room Bookings ucvmrmbk@ucalgary.ca email.

You will notice that not all UCVM spaces, e.g.) the Dean's Board Room, lecture theatres, classrooms, teaching labs, and atria, are listed here. Those spaces must continue to be booked via the UCVM Room Bookings ucvmrmbk@ucalgary.ca email.

Rooms can be booked up to 365 days in advance. If you are booking rooms on weekends, holidays, or weekdays before 8am or after 5pm (Spy Hill only), you will need your UCID card to access the building. If you will no longer be using your booking, please cancel within 48 hours to allow others to be able to use the space. When leaving a room, please return it to the original state (replace chairs and table). Thank you.

1. List of rooms available to be booked (if already familiar with this room booking system, you can click on a room # to go directly to the room photo and booking button)

Spy Hill (CSB)	Foothills
CSB 114H (Orange Room)	HMRB 425
CSB 116H (Green Room)	HSC 2551
CSB 110	CWPH 1E56
	CWPH 2D32
	CWPH 2D39
	CWPH 2E18
	CWPH 2E19
	CWPH 2E20
	CWPH 2E21
	CWPH 2E24
	CWPH 2E25

2. Room Booking Information

	Spy Hill (CSB)	Foothills
Booking Times	7:30am – 10pm	8am – 5pm. No weekends/holidays
How many days can you see in advance	365 days	365 days
Maximum time you can book in any day	unlimited	unlimited

3. Go to: https://vet.ucalgary.ca/vetnet/resources/ucvm-room-booking. You can also access this page by pushing the **Book a Room** button on our VetNET landing page (https://vet.ucalgary.ca/vetnet/home)

4. **Select the <mark>ROOM</mark>** you would like to book (Spy Hill rooms shown below). Either scroll down or click on the Foothills Campus link to select rooms at Foothills.

Last Updated November 1, 2023

5. Check the room details to ensure they meet your needs, then **select <mark>Week View</mark> (circled in red in the screenshot below).**

Last Updated November 1, 2023

6. **Scroll down and select the <mark>START TIME</mark> of your booking by clicking on the one of green available times.**

   You can choose as many timeslots as you wish and can use the < > arrows at the top of the weekly calendar to scroll through the weeks as desired. The default booking duration is 1 hr. (you will be able to change that in the next step, if needed).

7. **Scroll down to review and change the <mark>END TIME</mark> for any of your bookings, if needed, by selecting the relevant drop down menu(s).**

Last Updated November 1, 2023

8. **Click on <mark>Submit Times</mark>**.

Room CSB 110 - Seat 3: 9:30am Thursday, October 1, 2020 until...   1:30pm Thu Oct 1st 2020

Submit Times

9. **Fill out the form with your <mark>Full Name and Email</mark> to complete the booking**. If you are not a UCVM member and click the **No** radial button you will be prompted to email ucvmrmbk@ucalgary.ca after submitting your booking. **Note: Without approval via** ucvmrmbk@ucalgary.ca**, bookings made by external parties may be cancelled.**

Booking Details

These times will be held for you until 3:03pm Wednesday, September 27, 2023. If you do not complete your booking before that time, another patron may book these times.

Item	Room	From	To	
CSB 114H (Orange Room)	CSB 114H	4:00pm Wednesday, September 27, 2023	5:45pm Wednesday, September 27, 2023	Change

Fill out this form to complete the booking.

Full Name *   First Name   Last Name

Email *

Enter @ucalgary.ca addresses only

Are you a member of the Faculty of Veterinary Medicine? *   ○ Yes   ○ No

Submit my Booking

Last Updated November 1, 2023

10. View the confirmation on the screen.

☑ **Thank you!**

The following reservations have been made at Spy Hill (CSB):

Spy Hill (CSB)
CSB 110 (Boardroom C): 8:30am - 9:00am, Wednesday, April 5, 2023

You will receive an email confirmation at ▓▓▓▓@ucalgary.ca. Please check your spam folder or contact the library with any questions.

Note: You will receive a confirmation email shortly after making your booking. For some rooms, this email will contain information on how to obtain the Meeting OWL smart conference system for the room. In other rooms, an OWL will already be tethered to the table, or will need to be booked separately by returning to the https://vet.ucalgary.ca/vetnet/resources/ucvm-room-booking landing page. These OWLs are useful for hybrid meetings.

11. To cancel your booking, go to your email confirmation and click on the link provided.

Spy Hill (CSB) Booking Confirmation

LibCal <alerts@mail.libcal.com>
To ▓▓▓▓

Booking_6101739.ics
974 bytes

Hi ▓▓▓▓
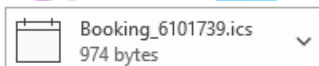
The following bookings have been confirmed:

Spy Hill (CSB)
CSB 110 (Boardroom C): 8:30am - 9:00am Wednesday, April 5, 2023.

To cancel this booking visit: https://vetucalgary.libcal.com/equipment/cancel?id=cs_nKjjWBsO

Thank you for using LibCal!

Last Updated November 1, 2023

12. Click on **Cancel Booking** to cancel a specific booking, or **Cancel All Bookings** to cancel all bookings.
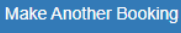
13. You will then get a confirmation that your booking has been cancelled.

For additional assistance or questions about this process, please email UCVM Central Support at ucvmsupport@ucalgary.ca.

Room Booking Frequently Asked Questions

Question 1:

Will more rooms be added?

Answer 1:

As UCVM grows and changes there will most likely be additional meeting spaces added to this booking process, especially after the Veterinary Learning Commons (VLC) building is completed.

Question 2:

I am trying to make a recurring weekly meeting where I just pick a day and time, e.g.) every Monday from 1-2 pm, with an end date 6 months from now, and I don't see an option to do this. Am I missing something?

Answer 2:

LibCal does not currently allow for recurring bookings unless you have administrator privileges, which our license only provides to a few individuals. To make recurring bookings, please contact our UCVM Central Support Team at ucvmsupport@ucalgary.ca. Note: We have reached out to the LibCal Team to add this feature at some point in the future.

Question 3:

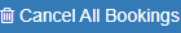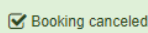**Why are not all bookable UCVM spaces included?**

Answer 3:

Many UCVM spaces, such as CSB 120 (blue board room) are already heavily booked for recurring meetings related to day-to-day operations, teaching, and research. Spaces such as atria and classrooms are overseen by dedicated UCVM staff to ensure priority booking for teaching activities, events, and workshops. These spaces can still be booked through the UCVM Room Bookings email at ucvmrmbk@ucalgary.ca.

Question 4:

Something went wrong while I was booking a room. Who can help me?

Answer 4:

Please contact our UCVM Central Support Team at ucvmsupport@ucalgary.ca. This team oversees this process and have direct communication with the creators of LibCal, our room booking software. UCVM Central Support also have access to the Outlook Calendars for all the bookable spaces in LibCal, and can make bookings on your behalf if the LibCal system is not working.

Question 5:

I have ideas to improve the room booking system and/or website. Who should I contact?

Answer 5:

The UCVM Central Support Team at ucvmsupport@ucalgary.ca is the focal point for all suggestions and questions related to this process.

Last Updated November 1, 2023

Question 6:

I already have recurring room bookings made for one or more of these rooms. Will this new system remove those?

Answer 6:

No, all existing bookings made in the MS Outlook calendars have been integrated into the LibCal system and will show up as unavailable for everyone else.

Question 7:

Will a graduate student from the Faculty of Medicine who is co-supervised by a UCVM PI be able to book a room using LibCal?

Answer 7:

Anyone with a ucalgary.ca email address can book rooms using the QR codes on the doors and anyone who has been added as VetNET user by UCVM's web developer can access the booking system through VetNET. Others are welcome to contact ucvmrmbk@ucalgary.ca to book UCVM space.

Question 8:

In our area we have Admin Assistants print out calendars to post on the door on a weekly basis to allow members of our research groups to drop-in to use a room when it is not booked. Will this system continue?

Answer 8:

No, this system will be replaced with the QR code room signs. These can be scanned with a smartphone to show up-to-the-minute room booking info, and to make immediate room bookings.

Question 9:

I scanned the QR code on a room I would like to book and saw it was not available, but there was no one using the room. What should I do?

Answer 9:

Contact our UCVM Central Support Team at ucvmsupport@ucalgary.ca. They will be able to check who made the booking and remind them to cancel unused bookings as soon as possible.

Room Booking Videos

Introduction to room booking system + quick room booking demo   **Video duration: 1:59**

In-depth walkthrough of room booking system (to skip ahead)   **Video duration: 9:28**

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Room Photos

Spy Hill Rooms – Direct Booking

CSB 114H (Orange Room)

Capacity: 9

- Video conferencing equipment, screen
- Laptop
- Internal room with glass walls
- Conference phone in room
- OWL smart VC camera

Click to Book
CSB 114H

Last Updated November 1, 2023

CSB 116H (Green Room)

Capacity: 7

- Video conferencing equipment, screen
- Internal room with glass walls
- Conference phone in room
- Tall chairs and tables
- OWL smart VC camera

Click to Book CSB 116H

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CSB 110 (Boardroom C)

Capacity: 10

- Video conferencing equipment, screen
- Windows
- Phone in room
- OWL smart VC camera

Click to Book CSB 110

Foothills Rooms – Direct Booking

CWPH 1E56

Capacity: 14

- Video conference projector, whiteboard, laptop projector cord
- No window, glass walls

**Click to Book
CWPH 1E56**

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CWPH 2D32

Capacity: 20

- Projector, screen, whiteboard, cord for laptop
- No windows
- No phone in room – must book a phone if needed & possibly conference line
- OWL smart VC camera in room

**Click to Book
CWPH 2D32**

CWPH 2D39

Capacity: 20

- Projector, screen, whiteboard, cord for laptop
- No windows
- No phone in room – must book a phone if needed & possibly conference line
- OWL smart VC camera in room

Click to Book CWPH 2D39

CWPH 2E18

Capacity: 12

- Projector, screen, whiteboard, Projector cord for laptop
- Windows (view of HRIC bldg)
- No phone in room – must book a phone if needed & possibly conference line

Click to Book CWPH 2E18

CWPH 2E19

Capacity: 12

- Projector, screen, whiteboard, Projector cord for laptop
- Windows (view of HRIC bldg)
- No phone in room – must book a phone if needed & possibly conference line

Click to Book CWPH 2E19

Last Updated November 1, 2023

CWPH 2E20

Capacity: 12

- Projector, screen, whiteboard, Projector cord for laptop
- Windows (view of HRIC bldg)
- No phone in room – must book a phone if needed & possibly conference line

**Click to Book
CWPH 2E20**

Last Updated November 1, 2023

CWPH 2E21

Capacity: 12

- Projector, screen, whiteboard, Projector cord for laptop
- Windows (view of HRIC bldg)
- No phone in room – must book a phone if needed & possibly conference line

**Click to Book
CWPH 2E21**

CWPH 2E24

Capacity: 12

- Projector, screen, whiteboard, Projector cord for laptop
- Interior room – no Windows
- No phone in room – must book a phone if needed & possibly conference line

**Click to Book
CWPH 2E24**

CWPH 2E25

Capacity: 12

- Projector, screen, whiteboard, Projector cord for laptop
- Interior room - no Windows
- No phone in room – must book a phone if needed & possibly conference line

**Click to Book
CWPH 2E25**

HMRB 425

Capacity: 12

- Projector, screen, whiteboard
- Windows
- No phone in room - must book a phone if needed & possibly conference line
- CBEM Dept, HMRB 4th floor, South side
- OWL smart VC camera. Instructions for retrieving this OWL will be sent to your ucalgary.ca email address after you complete your room booking(s).

Click to Book HMRB 425

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HSC 2551

Capacity: 12

- Projector, screen, whiteboard, portable video conference unit
- Windows, view of helipad
- 2nd floor HSC, very east corridor facing helipad
- OWL smart VC camera. Instructions for retrieving this OWL will be sent to your ucalgary.ca email address after you complete your room booking(s).

Click to Book HSC 2551

Last Updated November 1, 2023

Spy Hill Rooms – Book through UCVM Room Bookings Email

CSB 100 (Anderson Chisholm Atrium)

Capacity: 100

- Used as student lunch room/rest area with seating for 80.

- Extra tables, chairs, podiums, and AV equipment must be

arranged through UCVM Room Bookings

Click to Email UCVM Room Bookings to Book CSB 100

CSB 101A Classroom

Capacity: 60

- Projector, 2 screens, whiteboards, podium
- No phone in room - must book a phone if needed & possibly conference line

Click to Email UCVM Room Bookings to Book CSB 101A

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CSB 160G Multipurpose Lab Space

Capacity: 60

- Projector, 2 screens, whiteboards, podium
- No phone in room - must book a phone if needed & possibly conference line

Click to Email UCVM Room Bookings to Book CSB 160G

Last Updated November 1, 2023

CSB 104 Classroom

Capacity: 60

- Projector, 2 screens, whiteboards, podium
- No phone in room - must book a phone if needed & possibly conference line

Click to Email UCVM Room Bookings to Book CSB 104

CSB 120 (Blue Room)

Capacity: 20

- Projector, screen, whiteboard, conference phone
- Internal room with glass walls
- OWL smart VC camera.

Click to Email UCVM Room Bookings to Book CSB 120

Foothills Rooms – Book through UCVM Room Bookings Email

CWPH 2E23 Classroom

Capacity: 60

- Projector, screen, whiteboard, podium
- No phone in room - must book a phone if needed & possibly conference line

Click to Email UCVM Room Bookings to Book CWPH 2E23

Last Updated November 1, 2023

Theatre 3 (Lecture Theatre)

Capacity: Seats 108

- Projector, 2 screens, whiteboard, podium

Click to Email UCVM Room Bookings to Book Theatre 3

Last Updated November 1, 2023

HRIC BA65 (Teaching Lab)

Capacity: 45

- Projector, screen, whiteboard, docucam
- BSC, gas x46, air x46, vacuum (6 max running at once)
- BSL-2 Lab
- Card Access required – contact pgajda@ucalgary.ca to check if you have card access to this space

Click to book via Cheqroom

Cheqroom Instructions:

- If you are asked to login, use your ucalgary.ca address and the Single Sign on option:

  Log in with SSO

- You will see a calendar view for the **Entire Teaching Lab – HRIC BA65** space. Click on the **Reserve** button at the top right of the screen.

- Enter your start and end dates and times and click on the **Reserve** button again. Your reservation is complete; you will receive a confirmation email.

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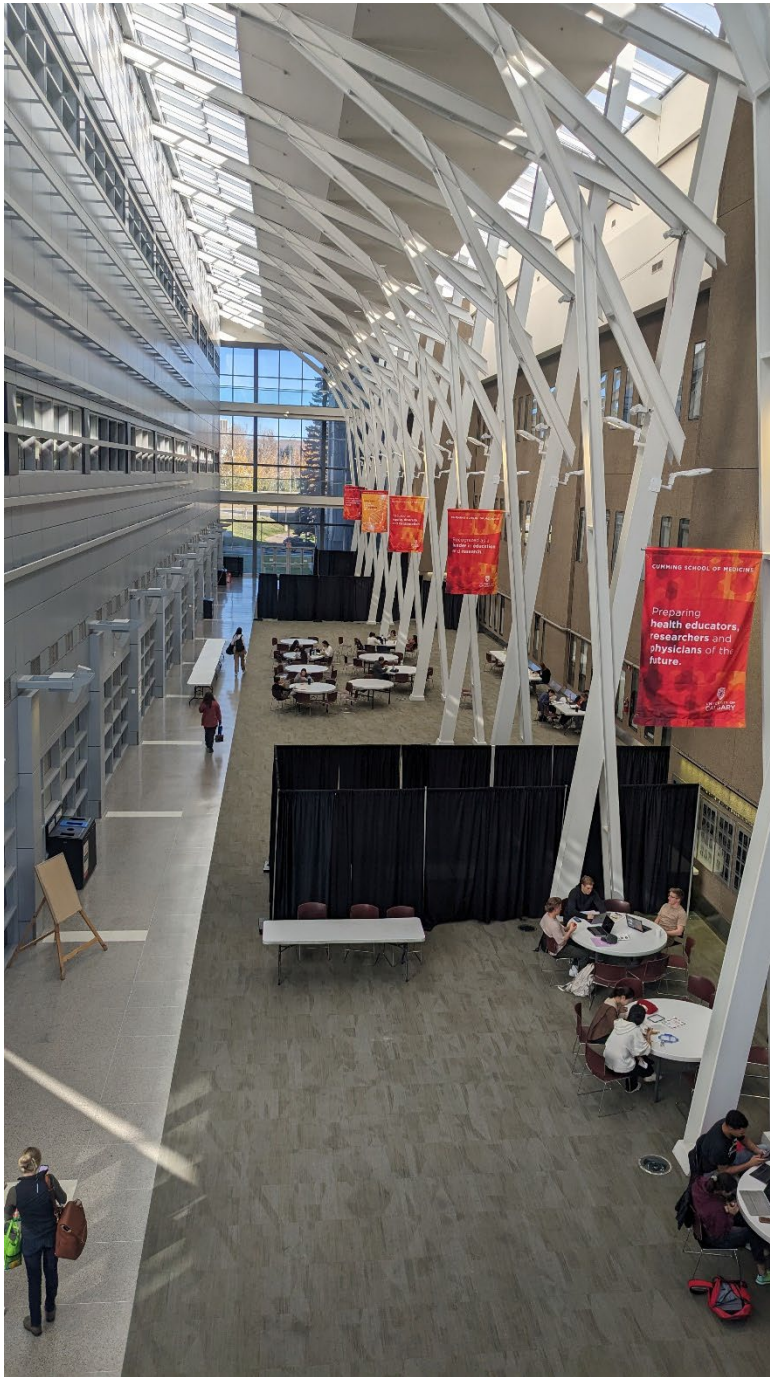
CWPH 2E06 Dean's Board Room

Capacity: 20 (30 with chairs around sides of room)

- Projector, screen, whiteboard
- No phone in room - must book a phone if needed & possibly conference line

Click to Email UCVM Room Bookings to Book CWPH 2E06

Last Updated November 1, 2023

HRIC Atrium (Event Space)

Capacity: 300

- All required furniture including tables, chairs, podiums, and AV equipment must be arranged through UCVM Room Bookings

Click to Email UCVM Room Bookings to Book HRIC Atrium

HMRB Atrium (Event Space)

Capacity: 138

- All required furniture including tables, chairs, podiums, and AV equipment must be arranged through UCVM Room Bookings

Click to Email UCVM Room Bookings to Book HMRB Atrium

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Other Cumming School of Medicine Spaces

- The Cumming School of Medicine (CSM) oversees dozens of bookable spaces suitable for small meetings, large meetings, lectures, laboratory activities, and events

Click to Email UCVM Room Bookings to learn about spaces available through CSM

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