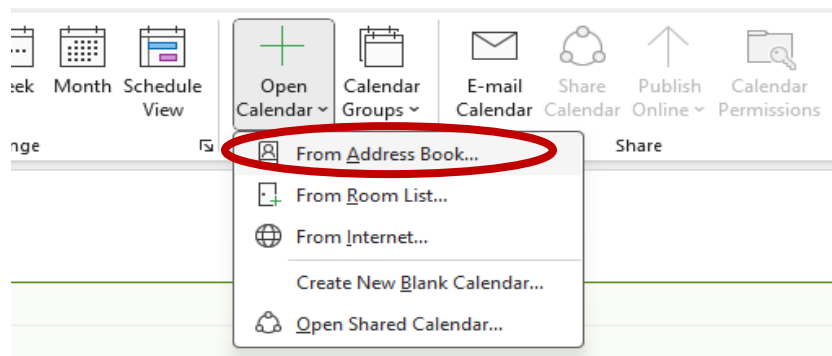


## HOW TO RESERVE A RESEARCH INTERVIEW ROOM ON THE PLAZA LEVEL

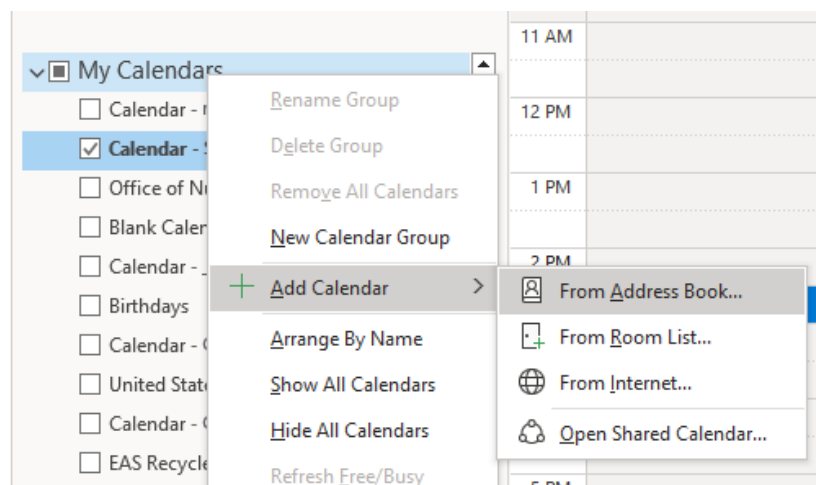
Look at the **SON Plaza Services** calendar in your Outlook calendar to see what dates and times each of the research interview rooms are available.

### Adding the SON Plaza Services calendar:

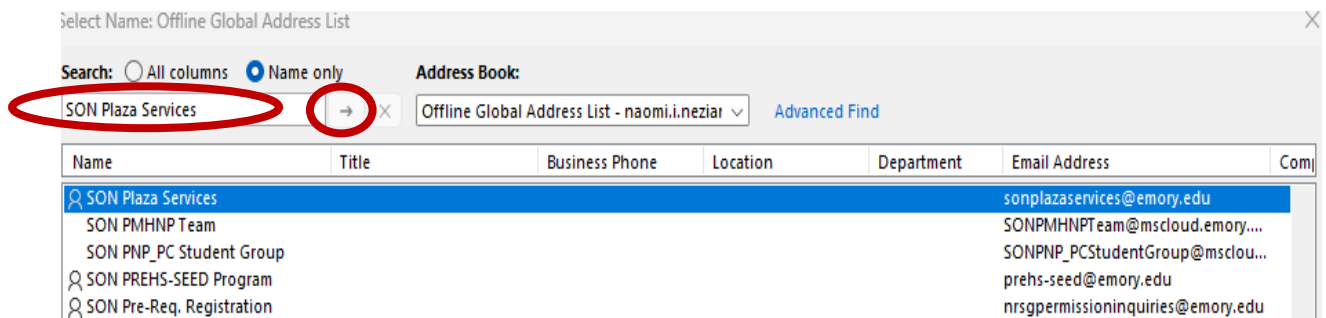
1. Open Outlook Calendar via app [Outlook Calendar from browser see #6 below]
  - a. Calendar App with menu options listed on the banner.
    - i. Click on “Open Calendar” and
    - ii. select “From Address Book . . .”



- b. App with menu options NOT listed on the banner.
    - i. Right-click on “My Calendars”
    - ii. Select “Add Calendar”
    - iii. Select “From Address Book . . .”



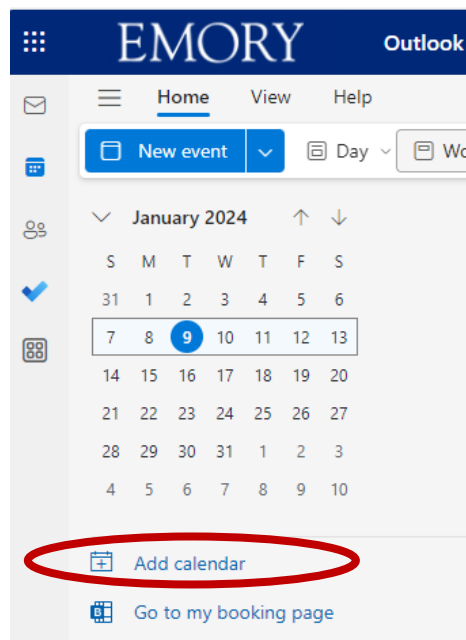
2. Enter "SON Plaza Services" in the search field and click on the arrow to search.
3. Double-click on "SON Plaza Services" under Name.



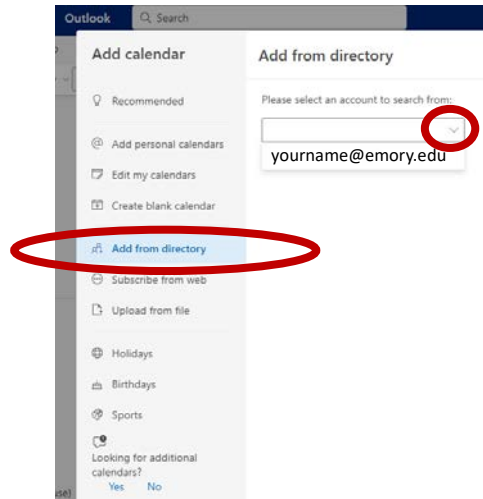
4. "SON Plaza Services" should appear in the field for "Calendar".
5. Click on "Ok".



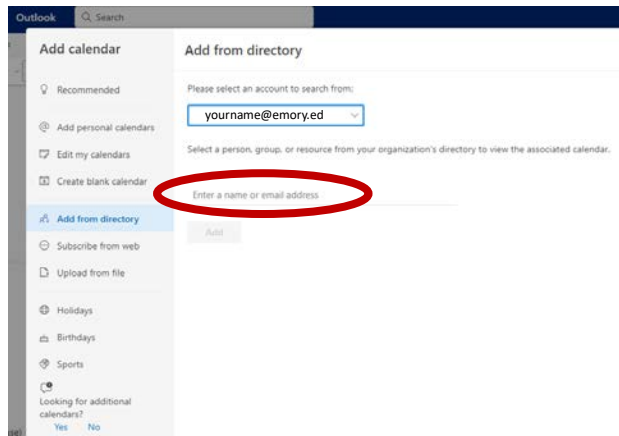
6. Outlook Calendar via internet browser.
  - a. Click on "Add calendar".



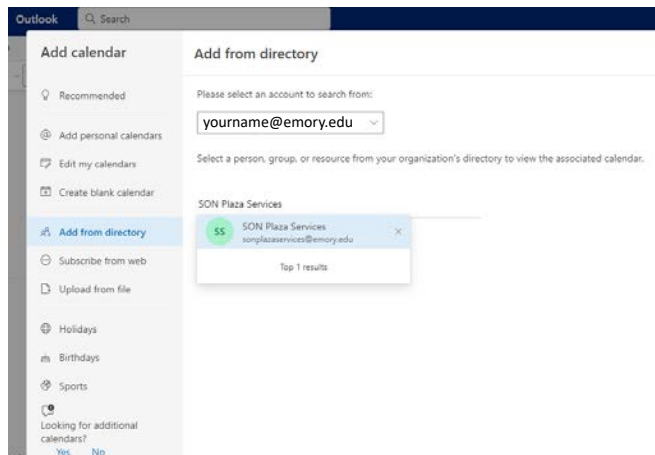
- b. Select “Add from directory”.
- c. Click on the down carrot arrow.
- d. Select your information (listed).



- e. Enter “SON Plaza Services” in the search field labeled “Enter a name or email address”.



- f. Select “SON Plaza Services”.



- g. Select “My calendars” from the down carrot arrow under “Add to”.
- h. Click on “Add”.

Outlook Search

Add calendar

Recommended

Add personal calendars

Edit my calendars

Create blank calendar

**Add from directory**

Subscribe from web

Upload from file

Holidays

Birthdays

Sports

Looking for additional calendars?

Yes No

### Add from directory

Please select an account to search from:

Select a person, group, or resource from your organization's directory to view the associated calendar.

SS SON Plaza Services X

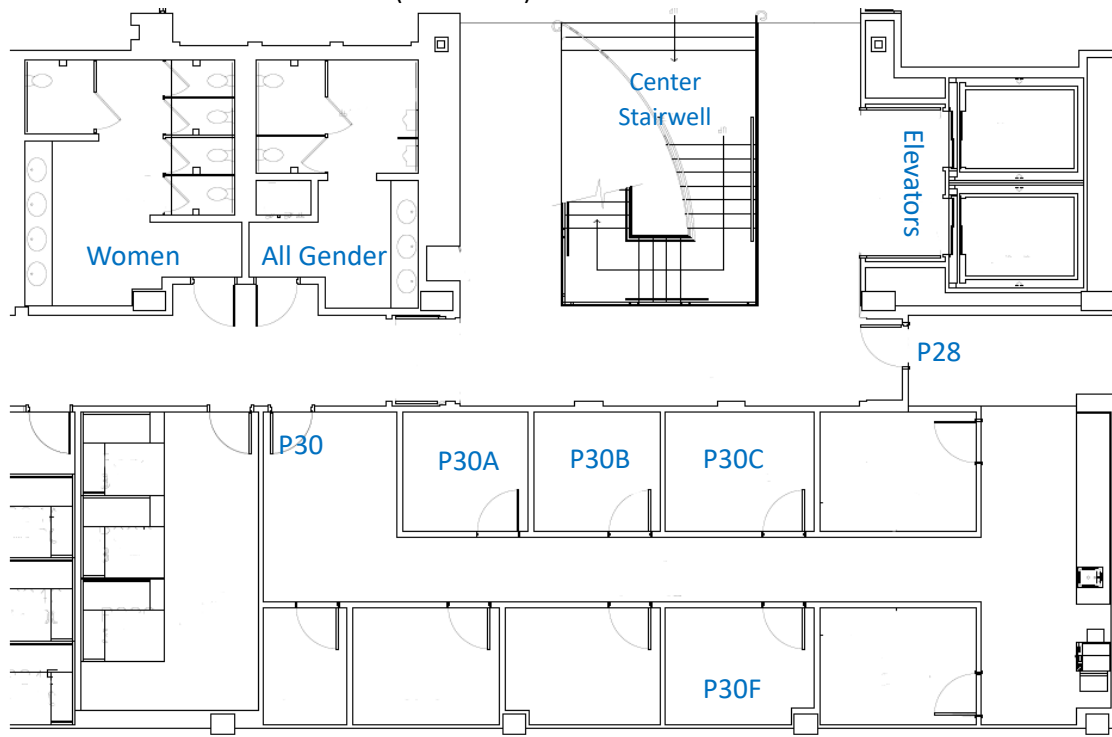
Add to

My calendars

Add

## Reviewing SON Plaza Services calendar for room availability:

1. Once the calendar has been added, you will be able to see what rooms are booked, the dates, and times.
2. There are a total of four rooms available to reserve (P30A, P30B, P30C, and P30F).
3. If the room and/or time you'd like to use are not on the calendar this means the room is available to be reserved.
4. **The calendar only reflects reserved rooms.**
5. Specific rooms are reserved based on information provided on the **ONR Information Needed to Reserve Research Interview Rooms** table (see below).



### **Reserving Research Interview Room on SON Plaza:**

1. Once a room is identified as available at the date and time needed, please send an email to [sonplazaservices@emory.edu](mailto:sonplazaservices@emory.edu).
2. **Copy and paste the table below and include all of the following information to request a reservation.**

<b>ONR Information Needed to Reserve Research Interview Rooms</b>		
a.	Date and time frame of room reservation (Please reserve enough time if you need to do any prep or cleanup in the room.):	
b.	Study name:	
c.	What the room will be used for (identify all that apply: In-person interview, Virtual interview, Bio-specimen collection, etc.):	
d.	Name of all Research Staff member(s) that will be using the room (students included):	
e.	A good contact phone # for research staff:	
f.	Email address(es) to whom the invite/confirmation email should be sent:	
f.	Research Participant ID(s) # (only reserve a room once a participant has been scheduled – not pending):	
g.	PI Name:	
h.	PI Department:	

3. Once the above information is provided, an email with a confirmation (via a calendar invite) will be sent to the email address(es) provided above.

### **\*Important To Remember\***

1. **Research Staff MUST always stay with the research participant (at all times) for any in-person visits.**
  - a. **Please meet the research participants as soon as they arrive on campus and escort them into the building and back out.**
  - b. **Research participants should not be left alone in the building.**

2. Need to change/cancel a room reservation, please do so as soon as possible by emailing [sonplazaservices@emory.edu](mailto:sonplazaservices@emory.edu).
3. Please do not reserve a room for potential research participants (rooms should only be reserved for confirmed participants).
4. Research with in-person participants will take priority regarding room reservations versus virtual participants.
5. Anything left in rooms (equipment or supplies) will be available for use by others.
6. Requesters of the room acknowledge that staff/students using the room are credentialed and properly trained (including but limited to biospecimen collection and transport).
7. Failure to comply with ONR protocol for the use of interview rooms (i.e., including by not limited to safety, confidentiality, cleanliness scheduling, etc.,) will result in revocation of privileges to the use of ONR research space.