

Guidelines for Use of the Training and Development Center

The Human Resources Training and Development Center is for the professional development activities of UGA faculty and staff (e.g. trainings, workshops, classes, or seminars).

The Training and Development Center is open 8:00 a.m. – 5:00 p.m., Monday – Friday, excluding UGA holidays. Professional development activities must be scheduled within normal operating hours.

Training and Development operates on a quarterly schedule:

- Winter Session – January, February, March
- Spring Session – April, May, June
- Summer Session – July, August, September
- Fall Session – October, November, December

Priority Use

Priority for the use of space will be given to published Training and Development classes. Training and Development classes are published at the beginning of each session.

If space is available after the Training and Development schedule is published, other campus units may request and reserve rooms for the current session. Rooms are exclusively for the professional development activities of UGA faculty and staff (e.g. trainings, workshops, classes, or seminars). Departmental/unit meetings or receptions are not considered professional developmental activities.

Space for professional development activities not on the Training and Development published schedule cannot be reserved prior to 1 month in advance of each session.

Rooms and Capacity

- **Room AB:** large classroom, 20 tables, accommodates up to 40 participants. Standard room set is classroom style. Tables and chairs may be rearranged in islands or u-shape.
- **Room C:** medium classroom, 16 tables, accommodates up to 32 participants. Standard room set is classroom style. Tables and chairs may be rearranged in islands or u-shape.

- **Room D:** small seminar room, u-shape table can accommodate up to 12 participants. Tables may not be rearranged.
- **Lab Room K:** computer lab with 18 computer stations plus an instructor desk. Tables may not be rearranged.
- **Room L:** medium classroom, 12 tables, accommodates up to 24 participants. Standard room set is classroom style. Tables and chairs may not be rearranged.

To Request a Room

Email training@uga.edu or call (706) 542-7062.

In your request, please address the following questions:

1. What is the nature of your professional development activity?
2. Is your activity part of the published Training and Development schedule?*
3. How many participants will be in attendance?
4. How will you need the room configured?
5. What A/V equipment will you need?
6. Will you need a teleconference speakerphone? (If yes, see instructions for requesting a teleconference line from UGA Telephone Services)
7. Will you have food or beverages?
8. Who is the contact for this reservation?
9. When would you like to test the A/V equipment and/or your presentation (at least 48 hrs prior to the activity)?

*see the priority guidelines for Training and Development published courses

Room Condition

You are responsible for leaving the Training and Development rooms and equipment in the condition you found them.

Please follow the checklist to ensure that the equipment is left proper order:

- ✓ Turn off projector
- ✓ Turn off wireless presenter/remote and leave on computer desk
- ✓ Log off computer but do not shut down

For activities that include food and beverages:

- ✓ Throw away all trash in provided bins
- ✓ Wipe off tables where food was present
- ✓ Notify front desk attendant that trash bins contain food/waste

The reserving unit will be contacted if the above guidelines are not followed and future reservation privileges may be revoked. If you have any questions concerning these guidelines, please contact Training and Development.

A/V Capabilities

All Training and Development rooms come equipped with: an LCD projector, screen*, a PC with wired internet connection, and one VGA connection for laptop. Video adapters are not provided. The room is also part of the PAWS Secure wireless network (http://eits.uga.edu/network_and_phones/wireless).

We highly recommend that all facilitators test their equipment and/or do a test run of their presentation at least 48 hours prior to their scheduled activity. Please contact Training and Development early to schedule an A/V test.

*Room D does not have a screen; computer image is projected directly on the wall.

Teleconference Equipment

An analog Polycom teleconference speaker phone is available by request and must be reserved in advance of your activity. You can reserve a phone at the same time you reserve a room.

If you will need a conference call line (i.e. your conference call will have more than 1 attendee), you must submit an AT&T conference line order to UGA Telephone Services prior to your meeting. This form is not processed by Training and Development, so please allow several days for UGA Telephone Services to process this request. The form can be found here: http://eits.uga.edu/network_and_phones/telephone_services/conference_calling

IT Support

Training and Development cannot provide IT support during professional development activities. If you need IT support, you must arrange for an IT professional from your unit to be in attendance.

We highly recommend that all facilitators test their equipment and/or do a test run of their presentation at least 48 hours prior to their scheduled activity. Please contact Training and Development early to schedule an A/V test.