



BPA MANUAL

Chapter 605: Conference Rooms

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Date:
07/18/13


Part 7: Workplace Services, Equipment and Facilities

605.0 PURPOSE

This chapter sets policy for use and scheduling of conference rooms, and equipment and resources related to the use of conference rooms at Bonneville Power Administration (BPA). This policy applies to all BPA workplaces, including BPA offices and BPA facilities, and those facilities and offices that are rented or leased by BPA.

605.1 DEFINITIONS

- A. Conference room** is any enclosed space that is designated for the purpose of a meeting space and is not identified as a private office. This includes rooms designated as training rooms and video teleconferencing rooms. Conference rooms are BPA assets; they are not controlled by individual organizations.
- B. Conference Room Scheduling (CRS)** is a service function located within Workplace Services. This group is responsible for scheduling the use of conference rooms to maximize the use of conference room resources by matching the meeting purpose, number of meeting attendees, and the equipment requirements to the available rooms as efficiently as possible. In the case of conflicts, conference room scheduling will seek to provide alternative solutions.
- C. General Conference Room** is a conference room that is managed by Conference Room Services to be used for day-to-day meetings. Reservations for these rooms are on a first come, first served basis.
- D. Private Conference Room** is a conference room managed by an organization other than Conference Room Services. These rooms may have scheduling priority for certain organizations. These rooms must be available for general use however; general use reservations may be superseded by the managing organization.
- E. Training rooms** are primarily used for training purposes. These rooms are typically large (holding at least 30 attendees) and may have special equipment such as personal computer (PC) connections and projection equipment. These rooms are reserved through Conference Room Scheduling, but reservations for these rooms may be canceled in order to accommodate training sessions. In the event of an emergency, these rooms are considered Continuity of Operations rooms and must be vacated at the request of the Incident Management Teams.
- F. Vice President (VP) conference room** is an enclosed space that is located near and is primarily used by a Vice President. Some of these rooms may be reserved through Conference Room Scheduling while others will be reserved through the VP's organization. In either case reservations will be made by using the Outlook mail and calendar features. Reservations may be canceled if the VP requires use of the room.
- G. Video teleconferencing (VTC) room** is a conference room equipped with specialized videoconferencing equipment. VTC capabilities vary from site to site. VTC rooms are reserved through Conference Room Scheduling. If a VTC room is scheduled without the need to use VTC capabilities, the reservation may be canceled to accommodate a reservation request that does require VTC capabilities.
- H. Executive VTC Room** is an executive level conference room managed by Conference Room Services with VTC capabilities. Executive level meetings have first scheduling priority in these room, followed by VTC meetings, and finally by general use meetings. General reservations may be

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superseded by VTC and executive meetings. VTC reservations in these rooms may be superseded by executive reservations.

- I. **Information Technology (IT) Equipment** refers to TV screens, monitors, video teleconferencing equipment, in-focus projectors, and other equipment that is installed in a conference room for general use.
- J. **Personal use** is considered use that is not business related or management sanctioned. For example, the Pluralism Council Resource Groups have been granted official time to participate in meetings. This management sanctioned time is not considered personal use.
- K. **Standard Recurring Reservation** is a recurring reservation that can be submitted directly from the requestor to the desired conference room. These types of requests are limited to up to four hours per week per reservation, and must not exceed six months from day of request. Recurring meeting requests that contain one or more conflicts for the requested room are declined. Therefore, it is recommended that Conference Room Scheduling be contacted directly to schedule a recurring reservation.
- L. **Qualified Recurring Reservations** is a recurring reservation that must contain specific information in the request and must be submitted directly to Conference Room Services to be scheduled. For a request to be considered qualified, Conference Room Services requires the request to contain a meeting title, two points of contact, and expected number of attendees. This type of recurring request may be scheduled for up to one full year from date of request.

605.2 POLICY

- A. Conference rooms are to be used for business or management sanctioned purposes.
- B. In the case of competing priorities for conference room space, the meeting purpose that most directly supports BPA's business will take precedence.
- C. Conference Room Scheduling will be the primary means through which conference rooms, training rooms, and video teleconferencing rooms are reserved and assigned.
- D. Vice President (VP) conference rooms may be reserved through Conference Room Scheduling, if the VP agrees to delegate that. Reservations may be canceled if the VP needs to use the conference room. If this conflict occurs, Conference Room Scheduling will attempt to provide an alternative conference space.
- E. Consecutive Reservation requests for use of any conference room will be accepted for up to three consecutive full days. Requests for use for more than three consecutive full days require special approval from the Manager, Workplace Services. Exceptions may be requested by using BPA Form 1400.26e, [Conference Room Scheduling Policy Exception Request Form](#)



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- F. VTC rooms are reserved and managed through Conference Room Scheduling. Reservation of these rooms when VTC capability is not required may be canceled if the room is needed for a VTC. If such a conflict occurs, Conference Room Scheduling will attempt to provide an alternative conference space. At Portland and Vancouver locations, the senior IT manager at that location is responsible for ensuring appropriate use and policy adherence for VTC rooms. At field locations, the District Manager is responsible for ensuring appropriate use and policy adherence for VTC rooms.
- G. VTC meetings may be recorded from any meeting location. As such, all participants in a VTC room should be aware of this capability. Additionally, VTC meetings may be recorded to ensure proper and appropriate use of the VTC equipment.
- H. VTC cameras should be adjusted to include all meeting participants and should not be inappropriately directed at individual participants.
- I. VTC equipment is specifically excluded from any personal use provisions. VTC equipment shall only be used in support of work assignments or management sanctioned activities.
- J. BPA will endeavor to stock all conference rooms with commonly used, standard meeting materials and equipment including white boards, projections screens, phone bridge, multiple electrical outlets and computer network connections, and dedicated computer with projector within reasonable cost constraints.

605.3 RESPONSIBILITIES

- A. **Requestors** are responsible for providing Conference Room Scheduling with accurate information about their conference room needs. The meeting requestor is also responsible for cancelling the room reservation if the room is no longer needed and adhering to the Conference Room Standard Operating Procedures, which are attached.
- B. **Conference Room Scheduling** will accept requests for conference room reservations and match requirements with available resources in the most efficient manner possible. When necessary they will resolve room request conflicts. Conference Room Scheduling will also perform an ongoing review of conference room use. Conference Room Scheduling will work with clients and IT to prioritize use of IT equipment to be procured and installed in conference rooms.
- C. **Senior Information Technology Manager** at the Portland and Vancouver locations will be responsible for use and policy adherence for VTC rooms.
- D. **District Managers** will be responsible for use and policy adherence for VTC rooms at field locations.
- E. **Information Technology (IT)** is responsible for the maintenance and support of TV monitors, screens, in-focus projectors and VTC equipment. This equipment is an IT asset and is approved, procured, deployed, maintained and managed by the IT organization. These assets are to be moved, modified, relocated or allocated only by IT staff in coordination with Conference Room Scheduling.
- F. **Infrastructure and Client Services** maintains, operates and supports video teleconferencing systems installed in conference and training rooms located at BPA facilities on the administrative network.

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605.4 PROCEDURES


- A. Room requestors are encouraged to create their own reservations online. Conference room reservations may also be made by calling or e-mailing Conference Room Scheduling. In order to make a reservation, provide the date and times the room is needed, the number of people expected to attend and any special equipment needs. Conference Room Scheduling will determine the availability of rooms, then assign a room and issue a room reservation confirmation via e-mail. Conference rooms will not necessarily be reserved based on the immediate location of the meeting participants but will be assigned to maximize overall conference room availability by matching room capacity with the number of meeting participants. In some cases, this may mean the meeting participants may be required to use conference rooms located on another floor or in a nearby building.
- B. If other adequate meeting rooms are not available, Conference Room Scheduling may reserve a VP conference room, a training room or a video teleconference room. However, these reservations may be canceled if a higher priority need is identified.
- C. Reservation holders are required to cancel existing reservations in Outlook if they no longer require use of a reserved room in order to make the room available to others.
- D. Conference Room Scheduling establishes the priority for acquisition of IT equipment for general use in conference rooms. This equipment is purchased by Information Technology; installed by the appropriate Facilities Operations organization, and connected by the appropriate Information Technology organization.
- E. See attached Standard Operating Procedures for additional procedures.

605.5 REFERENCES

None.

605.6 REVIEW

This BPAM Chapter is due for review in 2018.

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Attachment

Conference Room Standard Operating Procedures

- A. Requestors will immediately notify Conference Room Scheduling if they no longer require use of a reserved room in order for the room to be made available to others. If a reserved room is vacant 10 minutes after the reservation and no other arrangements have been made, the room will be available for use. (For example, if the room is reserved for 1:30 pm and is vacant at 1:40 pm, it will be considered available.)
- B. Requestors will bring all non standard supplies needed for meetings to the conference room. Administrative support located near the conference room should not be expected to provide supplies for meetings, nor are there Administrative Service Centers near all rooms.
- C. Meeting attendees will be responsible for cleaning up the conference room after use and returning the furniture to the established configuration. Do not expect the meeting following yours to clean up the conference room. Any violations to this procedure should be reported to Conference Room Scheduling.
- D. Reservations for recurring meetings (up to 4 hours per week per meeting) may be made for up to six months. Requestors may want to set a personal reminder to reschedule these meetings at the end of the six month period. Exceptions may be requested by using BPA Form 1400.26e, [Conference Room Scheduling Policy Exception Request Form](http://internal.bpa.gov/Policy/Forms/eForms/b1400_26.doc) (http://internal.bpa.gov/Policy/Forms/eForms/b1400_26.doc)
- E. VTC rooms should be reserved as early as possible. Requests should state if the VTC equipment is required.
- F. All VTC rooms required for a specific videoconference event should be addressed in one request to Conference Room Scheduling. This will assure all required rooms associated with the same event and the VTC equipment will connect in the proper locations.