

University of California Agriculture and Natural Resources

2801 Second Street, Davis, CA 95618-7774

Meeting Rooms

Conference room names are reflective of the bioregions throughout California.

Please be sure to cancel reservations as soon as possible if you no longer need to use a room.

Room	Seating	Floor	Phone Number	Reservations
Sacramento Valley	88 – chairs only; 24 u-shaped is standard	First Floor	(530) 750-1274	Managed by Program Support Unit via form on website*
San Joaquin Valley	112 – chairs only; 50 classroom is standard	First Floor		Valley rooms do not have cameras or built in sound for videoconferencing.
Bay Room	8	First Floor	(530) 750-1347	Individual through Outlook calendars
Coast Room	16-18	First Floor	(530) 750-1356	
Modoc Room	4	Second Floor	(530) 750-1367	
Sierra Room	8	Second Floor	(530) 750-1358	
Mojave (Room 160)	4-6	First Floor	(530) 750-1365	Drop-in basis or day of by posting a sign on door
Colorado (Room 161)	4-6	First Floor	(530) 750-1366	
Room 151	4-6	First Floor	(530) 750-1378	
Room 167	4-6	First Floor	(530) 750-1379	

*<http://ucce.ucdavis.edu/survey/survey.cfm?surveynumber=11283>

Contacts for further assistance with Valley Room Reservations

ANR Program Support Unit, anrprogramsupport@ucanr.edu

Sherry Cooper 530-750-1256

Lauren McNees 530-750-1257

Saundra Wais 530-750-1260

Valley Conference Center

200 person maximum
42 feet wide and 69 feet long

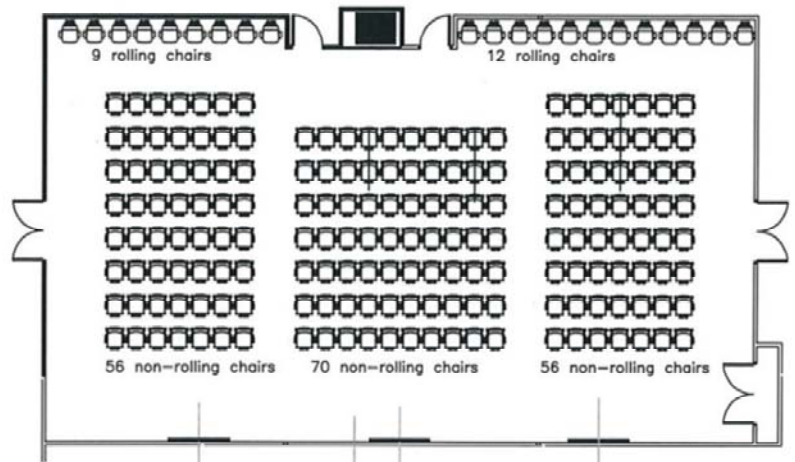
The Valley Conference Center is located on the first floor on the north side of the building and is a flexible room which can be divided by an air wall into two sections:

- San Joaquin Valley: East section is 42 feet x 39 feet, 112 person maximum
 - Standard set up is theater seating
- Sacramento Valley: West section is approximately 42 feet x 30 feet, 88 person maximum
 - Standard set up is conference room square with 32 rolling chairs around the outside.

Each room has its own foyer space and is reserved with each room and is a great place to set up buffets or coffee stations.

Features

- This conference room can be divided as two independent rooms, or as a single room with all 3 screens. San Joaquin Valley will have two screens and Sacramento Valley will have one screen.
- 32 rectangular tables, 24" wide and 60" long
- 32 blue-cushioned, leather conference chairs.
- 192 green conference chairs
- Rolling podium provided for each room.
- **Video:** 3 90" monitors, mounted on south wall which can be split between sub-rooms or all screens display the same image.
- **Audio:**
 - 8 channel audio system with 3 hand-held microphones and 3 lapel microphones
 - Ceiling mounted speakers
 - Ability for two phone lines to be mixed into built-in audio system
- **Controls:**
 - 2 touch panels (one in each room) with pre-set configurations (A,B,C, etc.)
 - 8 floor mounted access points for power/data
 - 3 floor mounted access points for HDMI feed to monitors
 - 3 podium positions, with floor access points
 - Access for 3rd party connection to audio system (XLR)

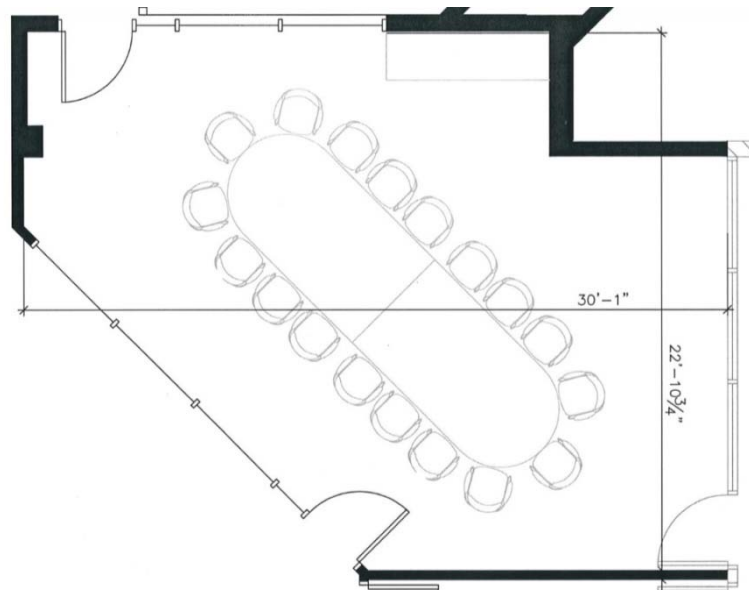


Coast Room

Seating for 16-18

Asymmetrical conference room on first floor on the south side of the building

Fixed, oval table with access to outside covered patio which is reserved with this room.



Features:

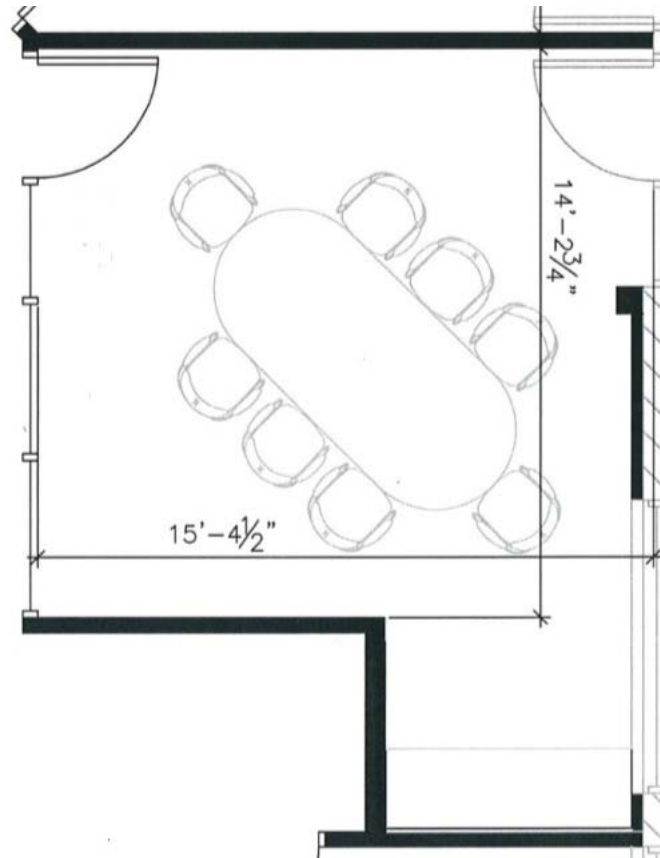
- 70" touch-screen monitor on south wall- mounted on articulating (moveable) arm
- Computer is attached to the monitor
- Physical control panel mounted on wall
- Access port panel below television (plug in laptops, etc.)
- Access to file-server from room
- Videoconferencing
- Phone Number: (530) 750-1356

Bay Room

Seating for 8

First floor on the south side of the building

Meeting room with fixed, oval table with access to outside covered patio which is reserved with this room.



Features

- 55" touch-screen monitor on North wall- mounted on non-moving arm
- Computer is built into the monitor
- Physical control panel mounted on wall
- Access port panel below television (plug in laptops, etc.)
- Access to file-server from room
- Videoconferencing
- Phone Number: (530) 750-1347

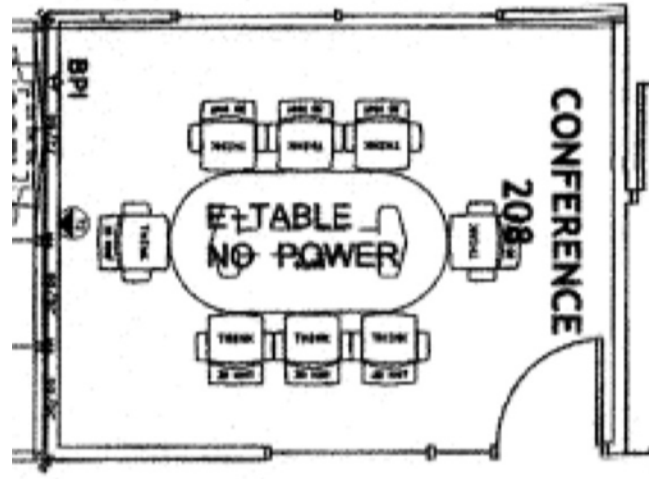
Notes

Non-articulating arm is used because this monitor will be directly in the walking path through room.

Sierra Room

Seating for 8

Fixed, oval table.



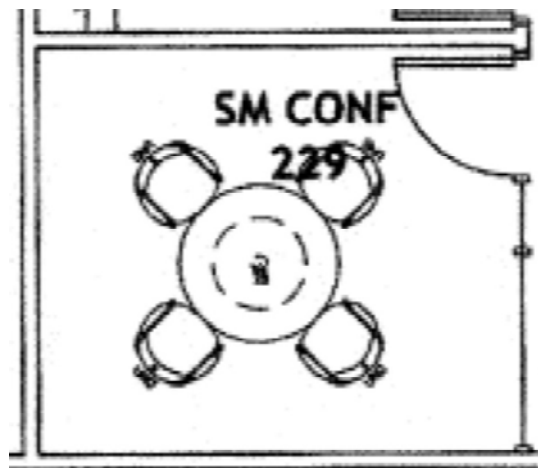
Features

- 55" touch-screen monitor on East wall – non-articulating arm
- Computer is part of monitor
- Physical control panel mounted on wall
- Access port panel below television (plug in laptops, etc.)
- Access to file-server from room
- Videoconferencing
- Apple TV + iPad – display tablet on monitor
- Monitor/computer also acts as a white-board
- Phone Number: (530) 750-1358

Modoc Room

Seating for 4

Fixed, round table in the northwest corner. No audiovisual installed in this room. White board is installed in this room. Phone Number: (530) 750-1367.



Additional Space

Workroom Table Space (Klamath)

Referenced as “ANR-Workroom Table 1” and ANR-Workroom Table 2” on the Outlook reservation system.

Two tables in the center of the room can be reserved for projects requiring space to assemble. It is located on the second floor on the southeast side of the building. This is also one of the file storage rooms, so the files will be accessible to others during reserved periods.

Quiet Rooms and Offices

The following rooms are available on a drop-in basis. They cannot be reserved in advance.

Mojave (Room 160): Quiet room meeting space with a fixed, round table for 4 people located on the first floor on the northwest side of the building.

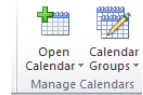
Colorado (Room 161): Quiet room meeting space with a fixed, round table for 4 people located on the first floor on the northwest side of the building.

Room 129: Office with two rectangular tables with 4 chairs located opposite the center stairwell. Flexible seating which can be moved about.

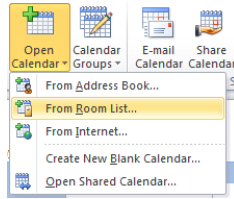
Room 180: Office with two rectangular tables with 4 chairs located opposite the center stairwell. Flexible seating which can be moved about.

Finding and Viewing Calendars for Meeting Rooms

Follow the instructions below to add the rooms to your left navigation pane in Outlook for ease of use:



1. In Outlook's calendar, click on the drop down for the "Open Calendar" button under the Home tab.



2. Select "From Room List"

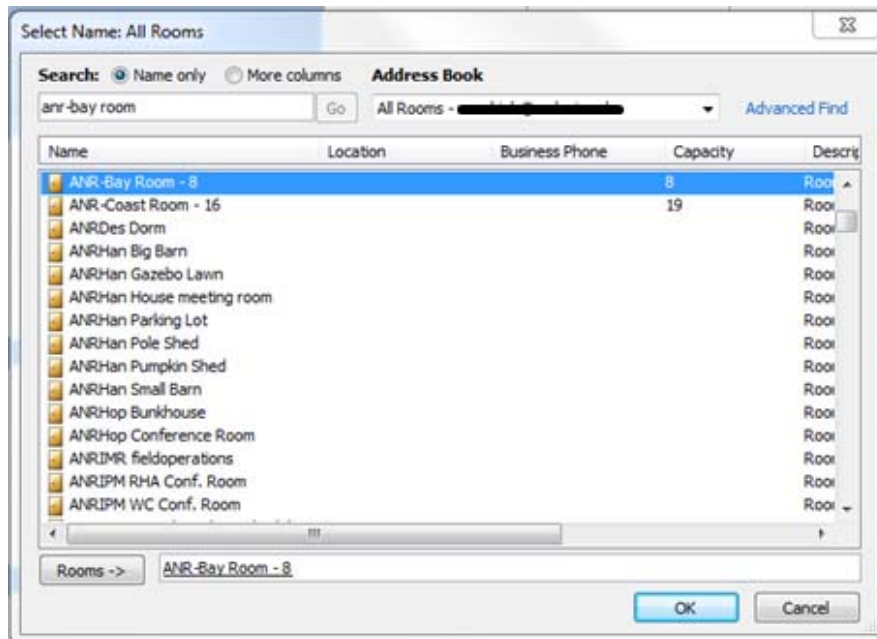
3. From the Room List, add in the following rooms:

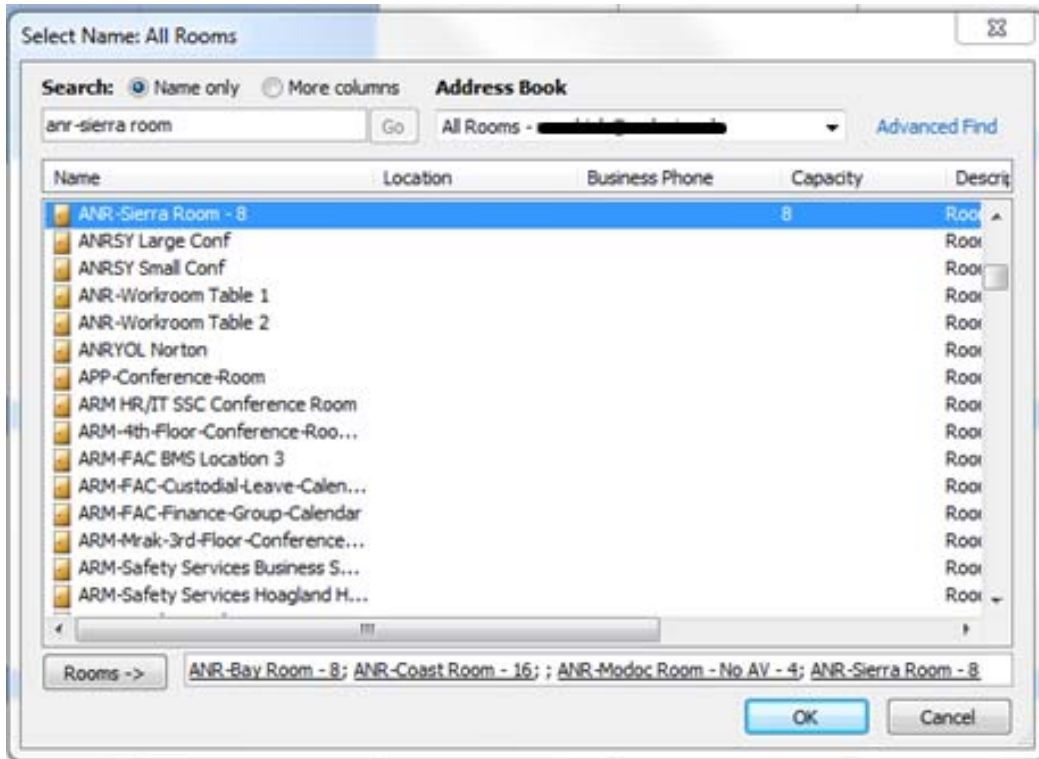
- a. ANR-Bay Room – 8 (first floor)
- b. ANR-Coast Room – 16 (first floor)
- c. ANR-Modoc Room – 4 (second floor)
- d. ANR-Sierra Room – 8 (second floor)

The following rooms are viewable only, so add them, but reservations requests will be handled via a survey (see section below on making reservations).

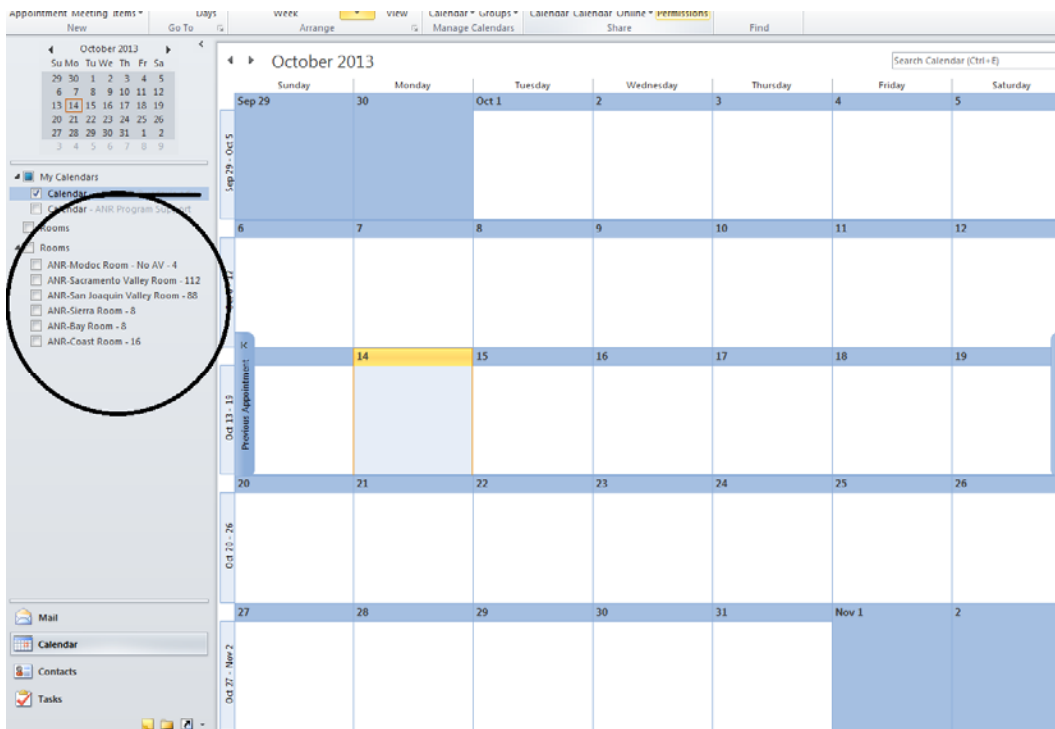
ANR-Sacramento Valley – 88 (first floor)
ANR-San Joaquin Valley – 112 (first floor)

Example: Search for the meeting rooms, such as, "anr-bay room" by scrolling down the list. Highlight the rooms and double click so it will appear below in the "Rooms" box. Do not close the window. Continue adding the other rooms. They will all appear in the box separated by semi-colons in bottom of the window.





Then click "OK." The rooms should now appear on your left navigation as shown below



Reservations

All ANR building employees should have access to view the Valley Conference Center and view and make reservations for the meeting rooms. If you receive a message that states that you do not have permission, request permission. Let Sherry Cooper know of you have an urgent reservation or are not granted permission. Reservations are only accepted 180 days from the date of your request when making a reservation in Outlook.

Valley Conference Center

Sacramento Valley and San Joaquin Valley rooms are handled through a survey reservation system. Submit requests via the survey at <http://ucce.ucdavis.edu/survey/survey.cfm?surveynumber=11283>.

UC ANR Meeting Rooms

1. View the calendars to choose a room to ensure that your preferred times are available.
2. Open your calendar; not a meeting room calendar.
3. Select "New Meeting." Do not select "New Appointment."
4. To select the room that you'd like to reserve, do one of the following:
 - a. In the "To" field type in "ANR-Sierra Room -8" (example) OR
 - b. use the Rooms Locator to choose the preferred room.
5. Input the name of the meeting in the "Subject" line.
6. Edit the times.
7. Add other details that you want others to view.
8. Press "Send."

Your meeting should now be located on the specific room's calendar and your calendar. You will also receive an email from that room (ANR-Sierra Room-8 for example) with "Accepted" as the subject line. The system will not accept a reservation that overlaps another, so it will reply with a "declined" email message if your time conflicts with another.

Be sure to select "High Details" when viewing a calendar by "Month View" or you may not see all of the reservations.

Modifying Reservations

You should be able to modify reservations that you have made.

If you need to make a modification for someone in your unit who is not available, contact Program Support Unit staff.

Cancelling Reservations

Valley Conference Center

Email Program Support Unit, anrprogramsupport@ucanr.edu

UC ANR Meeting Rooms

1. Open the meeting on your calendar.
2. Click "Send Cancellation"
3. The meeting should be removed both from your calendar and the meeting room's calendar.