***ICTM Meeting Room Set-Up Form for M01, M02, M03***

***or (Combined M02/M03)***

|  |  |  |
| --- | --- | --- |
| ***Meeting Room Information*** | | |
| Date Requested | |  |
| Name of Requester | |  |
| Work Email | |  |
| Work Contact Number (In full) | |  |
| Meeting Room ID No M1, M2, M3 or M2-M3 combined | |  |
| Name of Meeting | |  |
| Date of Meeting | |  |
| Meeting Set-up / Reset Times | |  |
| Time & Duration of Main Meeting | |  |
| ***Layout Arrangements (Options – Please select)*** | | |
| M2/M3 Full Room Open Up  (Yes / No / Not Applicable) |  | |
| Layout Format Required  (Please see Layout Options document on SharePoint site) |  | |
| Number of Attendees |  | |
| Number of Chairs |  | |
| ***IS Equipment Information Requested*** | | |
| Main screen  (Yes / No / Not Applicable) |  | |
| Prowise TV Screen(s)  (Yes / No / Not Applicable) |  | |
| ***Catering Information*** | | |
| Is catering required?  (Yes / No) |  | |
| If catering is required, how many food tables are required? |  | |
| Name of Caterer and Arrival Time |  | |
| ***Additional Support or Services*** | | |
| Please indicate any other needs here.  E.g. Flip Chart and pens.  **To Note:**  **If you require IS support prior to the meeting, please submit a remedy ticket via the ISD Service Desk portal** |  | |

**Information to Note:**

* This form is to be used when M1, M2, M3, or M2-M3 combined require lay out changes which require the support of the on-site porterage team. If no layout changes are required, then No form is needed.
* **Please send ALL meeting Room Requests to the porterage & facilities team giving them a minimum of 24 hours’ notice to complete.**
* This form when completed is e-mailed direct to the porterage team [nancho07@hotmail.co.uk](mailto:nancho07@hotmail.co.uk) and [joseelber@hotmail.co.uk](mailto:joseelber@hotmail.co.uk) including ICTM Facilities: [ictm.facilities@ucl.ac.uk](mailto:ictm.facilities@ucl.ac.uk)
* All emails addresses need to be included per meeting room request when using M1, M2, M3, or M2-M3 combined.

**Important Reminder:**

* Please ensure that set-up times and reset times after added before and after the meeting when booking your meeting via ICTM outlook calendar.
* This allows the porterage team to change the layout and return the room to normal usage prior to the next scheduled meeting.