HOW TO RESERVE A ROOM IN THE AHPRC RESEARCH SUITE – ROOM 125
How to Book a Room in the AHPRC Research Suite – Room 125

RULES FOR ROOM BOOKING

- Priority will be given to currently funded projects
- Room Booking Costs
  - (In Progress)
How to Book a Room in the AHPRC Research Suite – Room 125

ROOMS AVAILABLE FOR RESERVING

AHPRC Assessment Lab 1
AH-Research-Lab1-125A

Features
- 902 Square Feet
- Exercise Equipment
- AED and First Aid Kit
- Gloves
- Sink and Counterspace
- Phone
- Whiteboard (Wall Mounted)
- Privacy Screen/Curtain

AHPRC Assessment Lab 2
AH-Research-Lab2-125B

Features
- 1,107 Square Feet
- Exercise Equipment
- Exam Bed (Rolling, Adjustable)
- AED and First Aid Kit
- Gloves
- Sink and Counterspace
- Phone
- Whiteboard (Wall Mounted)
- Projector Screen
- Axis TV
- Privacy Screen/Curtain
How to Book a Room in the AHPRC Research Suite – Room 125

AHPRC Assessment Labs 1 and 2
AH-Research-Lab1-125A   AH-Research-Lab2-125B

Features
- 2,009 Square Feet
- Exercise Equipment
- Exam Bed (Rolling, Adjustable)
- Two AEDs
- Two First Aid Kits
- Gloves
- Two Sinks and Counterspace
- Two Phones
- Two Whiteboards (Wall Mounted)
- One Projector Screen
- One Axis TV
- Privacy Screen/Curtain
- Partition Available

AHPRC Research Evaluation Room
AH-Research-EvalRoom-125D

Features
- 132 Square Feet
- Suitable for several evaluators and one subject
- Exam Bed (Rolling, Adjustable)
- Blood Draw Chair
- Sink
- Refrigerated Centrifuge Available
- Biohazard Disposal Bin
- Gloves
- Spill Kit
- First Aid Kit

AHPRC DEXA Room
AH-Research-DEXA-125E

Features
- 180 Square Feet
- Suitable for one evaluator and one subject
- Hologic Horizon DXA Machine
- Stadiometer
- Scale
- Mirror
- Sink
- Phone
How to Book a Room in the AHPRC Research Suite – Room 125

AHPRC Human Performance Analytics
AH-Research-Analytics-125G

Features
- 340 Square Feet
- Accommodates 16 people
- 4 Tables with 4 Chairs Each
- Outlet Plugs on Each Table
- Axis TV
- Whiteboard (Wall Mounted)
- Privacy Screen/Curtain

AHPRC Conference Room
AH-Research-Conf-125M

Features
- 168 Square Feet
- Accommodates 6 people
- Conference Table with 6 Chairs
- Outlet Plugs on Table
- Axis TV (Coming Soon)
- Whiteboard (Wall Mounted)
- Privacy Screen/Curtain
Other Amenities

- 4 parking spaces
- Wheelchair accessible
- Kitchenette with seating for 6 people, refrigerator, microwave, Keurig, coffee maker, sink, silverware, dishes, glasses, and mugs
- Storage room with printer and refrigerator for samples
- Common area with a couch and four desks
- Work room with a washer and dryer, centrifuge, tools, and workspace
- Linens available
- Inclusive bathroom and showers
- 9 keyed lockers
- Changing room
ROOM RESERVATION USING PC DESKTOP OUTLOOK APP

STEP 1: CREATE A NEW MEETING
- From the inbox HOME tab, select NEW ITEMS → MEETING
- From the calendar HOME tab, select NEW MEETING → NEW MEETING

Step 2: Add Details
- Add attendees in the TO box
- In the SUBJECT box, tell recipients what the meeting or event is about
- Adjust time and date as necessary

Step 3: Select a Room
- Click on the ROOMS ICON and search AHPRC
- Click OK

Step 4: Create Event
- Once all information has been entered, send the invitation and wait for approval.
ROOM RESERVATION USING MAC DESKTOP OUTLOOK APP

Step 1: Create a New Meeting

- From the calendar HOME tab, select MEETING

Step 2: Add Details

- Add attendees in the TO box
- In the SUBJECT box, tell recipients what the meeting or event is about
- Adjust time and date as necessary

Step 3: Select a Room

- Click on OPEN BOOK ICON and search AHPRC
- Click OK

Step 4: Create Event

- Once all information has been entered, send the invitation and wait for approval.
ROOM RESERVATION USING OUTLOOK WEB APP

Step 1: Create a New Meeting

- From the CALENDAR app, select +NEW EVENT

Step 2: Add Details

- Name the meeting or event, invite attendees, and choose a date and time for the event

Step 3: Select a Room

- Click on SEARCH FOR A ROOM OR LOCATION → BROWSE MORE ROOMS

Step 4: Scheduling Conflicts

- Select ONLY AVAILABLE ROOMS, and only open room options will be presented to you

Step 5: Create Event

- Once all information has been entered, click SAVE in the upper left-hand corner and wait for approval