



MARQUETTE
UNIVERSITY

**Athletic & Human Performance
Research Center**

**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

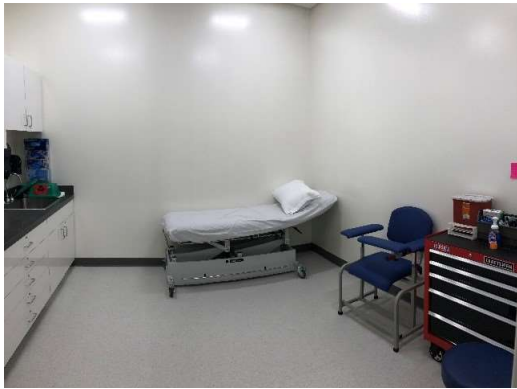


Features

- 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

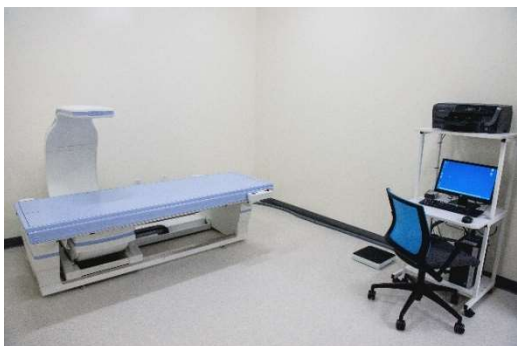


Features

- 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



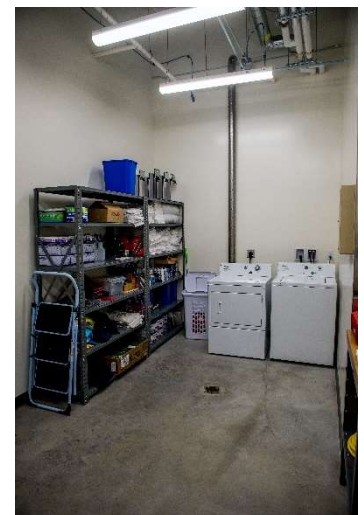
Features

- 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

How to Book a Room in the AHPRC Research Suite – Room 125

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

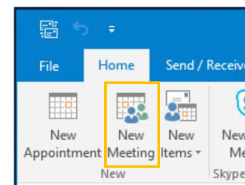
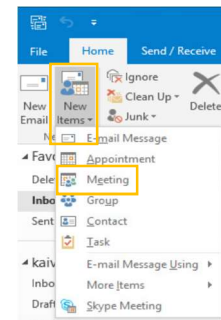


How to Book a Room in the AHPRC Research Suite – Room 125

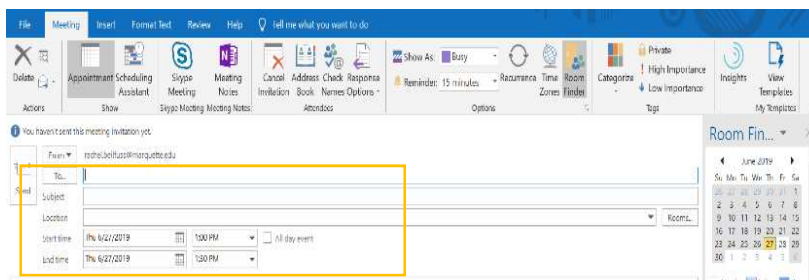
ROOM RESERVATION USING PC DESKTOP OUTLOOK APP

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**



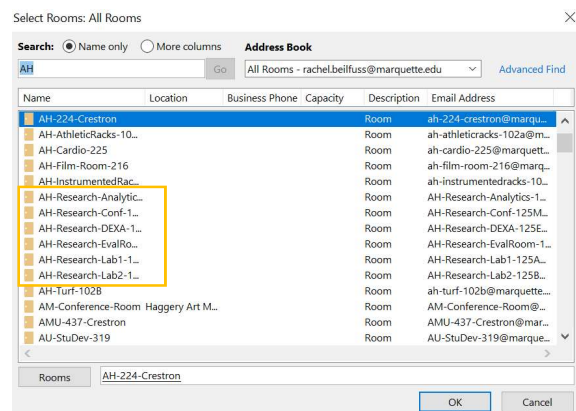
Step 2: Add Details



- 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**
- Choose from the following options:
AH-Research-Analytics-125G, AH-Research-Conf-125M, AH-Research-DEXA-125E, AH-Research-EvalRoom-125D, AH-Research-Lab1-125A, AH-Research-Lab2-125B
- Click **OK**



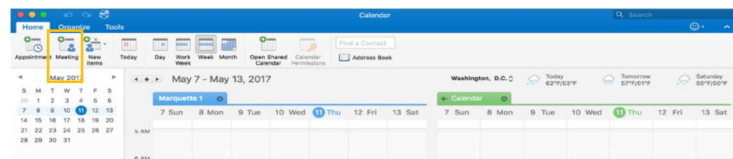
Step 4: Create Event

- Once all information has been entered, send the invitation and wait for approval.

How to Book a Room in the AHPRC Research Suite – Room 125

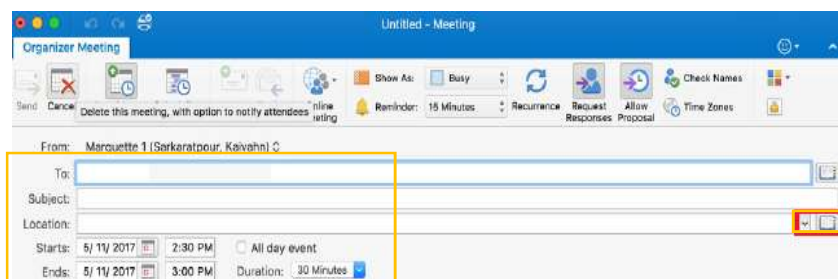
ROOM RESERVATION USING MAC DESKTOP OUTLOOK APP

Step 1: Create a New Meeting



- From the calendar HOME tab, select **MEETING**

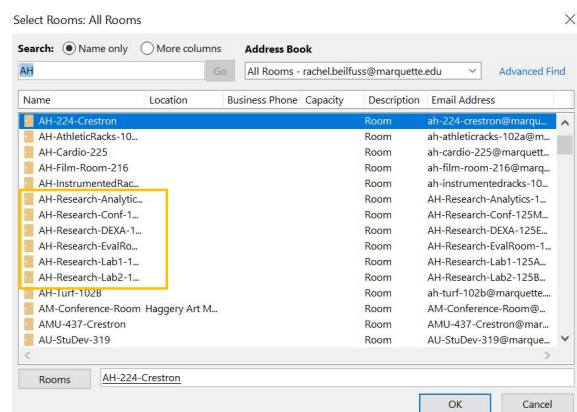
Step 2: Add Details



- 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**
- Choose from the following options:
AH-Research-Analytics-125G, AH-Research-Conf-125M, AH-Research-DEXA-125E, AH-Research-EvalRoom-125D, AH-Research-Lab1-125A, AH-Research-Lab2-125B
- Click **OK**



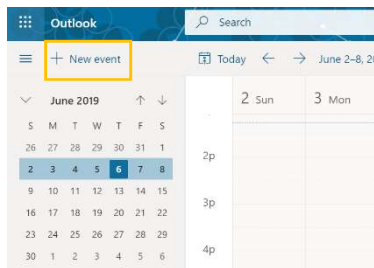
Step 4: Create Event

- Once all information has been entered, send the invitation and wait for approval.

How to Book a Room in the AHPRC Research Suite – Room 125

ROOM RESERVATION USING OUTLOOK WEB APP

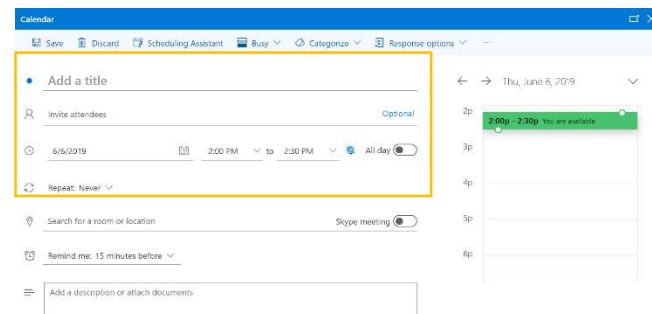
Step 1: Create a New Meeting



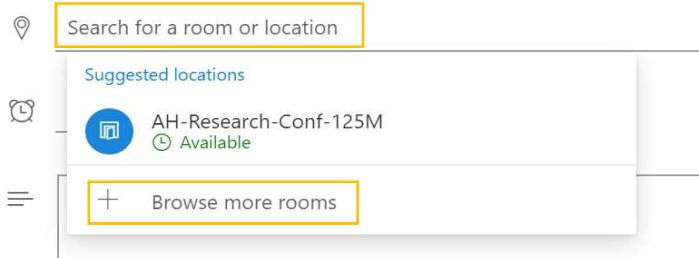
- From the **CALENDAR** app, select **+NEW EVENT**

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



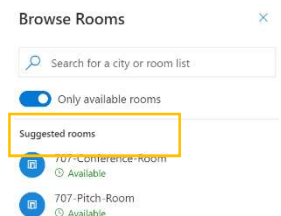
- Click on **SEARCH FOR A ROOM OR LOCATION** → **BROWSE MORE ROOMS**

- Choose from the following options: **AH-Research-Analytics-125G, AH-Research-Conf-125M, AH-Research-DEXA-125E, AH-**

Research-EvalRoom-125D, AH-Research-Lab1-125A, AH-Research-Lab2-125B

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