Keys

During regular business hours, keys for the conference room may be signed out at the following locations. Call 614-292-0257 to make arrangements for after-hours or weekend access.

<table>
<thead>
<tr>
<th>FOD District 3</th>
<th>FOD Administrative Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100 Kinnear Road - Rm 340D (northwest corner of the building)</td>
<td>150C Central Service Building</td>
</tr>
<tr>
<td>Hours: 7:30 a.m. to 3:30 p.m., M-F</td>
<td>2003 Millikin Road</td>
</tr>
<tr>
<td></td>
<td>Hours: 7 a.m. to 5 p.m., M-F</td>
</tr>
</tbody>
</table>

Set-up for Rm 114 (capacity up to 45)

The default room set-up is classroom style. Users may set up the room according to need but are asked to return the room to the default set-up before leaving.

The following equipment is standard for the room:
- 21 tables
- 47 chairs
- 2 flipchart easels (does not include paper or markers)
- 4 white boards (does not include markers)
- 2 podiums
- 1 TV/VCR/DVD combo
- Projection screen

Set-up for Rm 200 (capacity up to 60-75)

The default room set-up is classroom style. Users may set up the room according to need but are asked to return the room to the default set-up before leaving.

The following equipment is standard for the room:
- 30 tables
- 75 chairs
- 4 flipchart easels (does not include paper or markers)
- 2 white boards (does not include markers)
- 1 podium
- 1 speakerphone (614-292-5290)
- Laptop
- Projector
- Projection Screen

Need Help?

Scheduling assistance - FOD Administration, 292-0257
A/V equipment assistance - OCIO, 688-HELP
- Users/guests responsible for cleaning table tops and setting up room in the default layout prior to departure
- Turn off lights
- Return key

Wall Divider

Chair and Table Storage
5 rows of 6 tables
Extra chairs lined on back (south) wall
Users/guests responsible for cleaning table tops and setting up room in the default layout prior to departure
Turn off lights
Return key

HINT: Align front edge of each row with marks on base-boards for default room set up

1100 Kinnear Road – Room 200
DEFAULT ROOM LAYOUT

For scheduling assistance, please contact FOD Administration at 292-0257

A/V Center – for A/V assistance, call FOD HelpDesk at 247-2756

Projection Screen