

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.

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

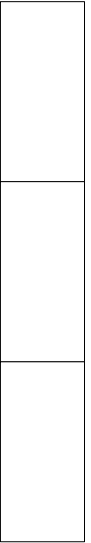
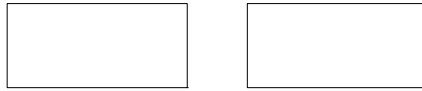
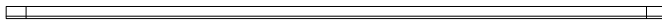
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The following equipment is standard for the room:

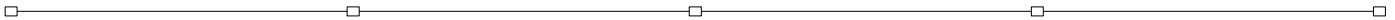
- 30 tables
- 75 chairs
- 4 flipchart easels (does not include paper or markers)
- 2 white boards (does not include markers)
- 1 podium
- 1 speakerphone (614-292-5290)
- Laptop
- Projector
- Projection Screen

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*

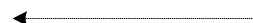
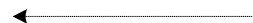
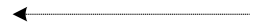
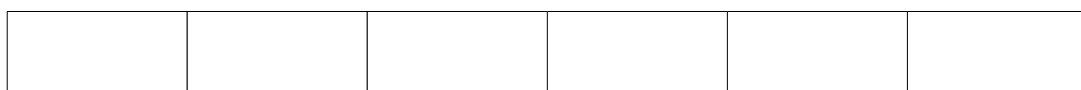
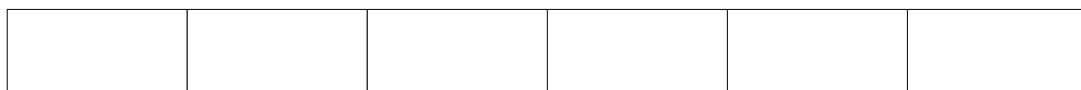
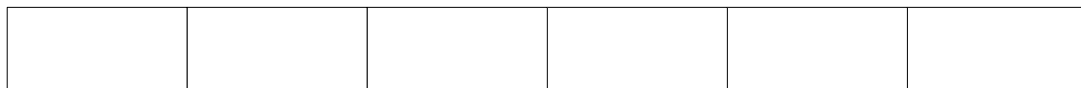
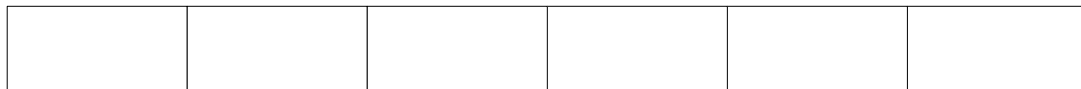
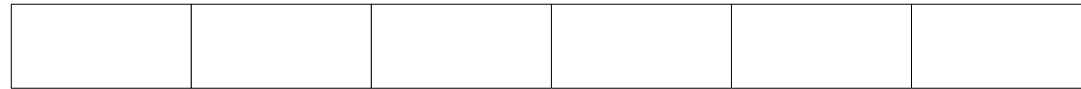


Wall Divider

Chair and Table Storage

**1100 Kinnear Road – Room 114 A & B
DEFAULT ROOM LAYOUT**

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

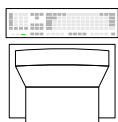


HINT: Align front edge of each row with marks on base-boards for default room set up

- 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

**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

