

Meeting Checklist

	Checklist item	Tips
<input type="checkbox"/>	<p>Request a meeting space @ faculty.utsa.edu via the online Space Request form at least 2-3 days in advance of your meeting.</p> <p>Include technology needed</p> <p>Include catering information when applicable</p>	<p>Review meeting rooms on the faculty center website prior to submitting the request. This will allow you to view room photos, seating capacities and technology capabilities.</p> <p>Review guidelines</p> <p>Review FAQ's</p>
<input type="checkbox"/>	Check on your room confirmation 1-2 business days after submitting.	During peak times, a follow up call is much appreciated!
<input type="checkbox"/>	Once your room confirmation is received, send out your meeting invites/notice to attendees including the Faculty Center meeting room number . Provide attendees with a Faculty Center room map with your invitation!	Meetings attendees are often invited to multiple meetings in the Faculty Center, this map will prove to be a quick and easy “at a quick glance” view for attendees on the move and in route! (4 th floor/Faculty Center map)
<input type="checkbox"/>	Parking: For meetings with visitors or special guests (non-UTSA) provide them with a campus map and parking options . If your department will cover parking costs, make arrangements with the UTSA Parking Division .	Parking maps and validation may also be required for contracted vendors such as caterers.
<input type="checkbox"/>	For meetings with catering, confirm your catering order no later than 2-3 business days prior to the meeting date.	<p>Check with you caterer on the final day you can make changes to your order or “guarantee” a final head count.</p> <p>Assign a staff member on your team to be the catering point of contact on the day of the meeting This will ensure your order was delivered and set up as requested as well as to accept any invoicing or receiving paperwork.</p>
<input type="checkbox"/>	Technology: Notify the Faculty Center of any changes regarding your technology needs, prior to your meeting date.	Communicating changes in advance will ensure proper adjustments are made for smooth operational meeting.
<input type="checkbox"/>	On the day of the meeting, arrive 15 minutes early to set up your technology and/or presentation materials.	Note: Arrive 30 minutes early if you are scheduled in the Faculty Center Conference Room 4.04.12C or Assembly Room 4.04.22.
<input type="checkbox"/>	<p>Keep contact numbers close by should you need assistance during your visit-</p> <ul style="list-style-type: none"> ○ Faculty Center Assistance 210-288-0137 ○ Aramark Catering 210-458-7682 ○ Skype users should have meeting attendee phone numbers or user names to ensure ease of placing a video or audio call using Skype. 	If you are using a caterer or delivery service other than Aramark, please have their number handy and offer your number as well! Often delivery drivers will call when in route or upon arrival for further instruction.
<input type="checkbox"/>	Let's hear from you	The Faculty Center welcomes your feedback! Tell us about your visit.

