



OFFICE OF THE
PRESIDENT
(301) 295-3013

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
<http://www.usuhs.mil>



Office of the President
PPM-020-2017 (PRS)

RECEIVED MAY 26 2017

SUBJECT: Standard Operating Procedure for the Board of Regents Conference Room

1. **Purpose:** The Board of Regents (BOR) conference room is located in building D, Room D3001 and is assigned to the Office of the President. This President's Policy Memorandum (PPM) establishes procedures for the requesting, use, and actions to complete upon the end of the meeting in the BOR conference room.
2. **Application:** These procedures are applicable to all USU personnel who prepare and conduct briefings, training, or any other use of the BOR conference room.
3. **Terms of Use:** This room is not to be used for holiday, birthday, or retirement parties. Also, no food or beverage service is authorized for use in the BOR conference room or foyer without prior authorization from the President's Office. The equipment available for use is a teleconference phone (not a stand-alone telephone), mobile microphones, two computers (one network & one stand-alone), projector, and wall-mounted screen. The network computer will require a CAC log-in to access USU email and the University's network. The stand-alone computer can be accessed without a CAC to present from CD only. Any information technology problems (computer, projector, conference phone and mobile microphones included) must be sent directly to MDL for assistance. The MDL Help Desk can be contacted at 301-295-3501. Also, if any issues with lighting, temperature, etc. occur please contact USU Facilities at 301-295-3047. Personnel using this space must ensure any required copies of presentations or slides are prepared before the event as the area of the BOR conference room does not have duplicating capability.
4. **Reservation:** Scheduling of the BOR conference room requires an official request via email to the Executive Assistants to the USU President, Ms. Ana Feliciano and Chief of Staff, Mr. Ronald Riddle. Please ensure both are addressed in the email to receive a timely turnaround of your request. The email request should contain your name, department, contact phone number, purpose of request, name and rank of most senior attendee (internal and external), date of event, start time, duration of event and any food or beverage requests. If your event requires preparation before the event, please include that amount of time in your initial reservation request. A confirmation email will be sent to the requestor upon approval by the Office of the President. Contact the Office of the President at 301-295-3013, immediately if there are any changes or cancellation of your approved room reservation request.

5. **Coordination:**

- a. Users will schedule the BOR conference room as soon as the need is identified with a minimum of 24 hours in advance of event. Requestors may call the Office of the President at 301-295-3013 to inquire about availability of the BOR conference room. If the room is available on the event date, an email request (including the information in **Reservation** above) will be forwarded by the requestor to reserve the room.
 - b. The event point of contact is responsible for clearing any trash, leftover materials, as well as straightening chairs. Also, any furniture moved during the event must be returned to its original position, the projector turned off, screen returned to original position, and all mobile microphones placed in the charger. Log out of network computer (if used) but **do not** shut it down and remove any files left on the stand alone computer.
 - c. It is suggested that the event point of contact also reserve a back-up room through MDL. The BOR conference room belongs to the USU President and has first priority over any scheduled meeting. If the BOR conference room is needed by the USU President then any scheduled meeting in the room will be cancelled and must relocate to their back-up location.
 - d. If the BOR conference room is locked upon your arrival, you may acquire a key from the USU Chief of Staff Office in building A, Room A1026. The key must be returned as soon as possible upon completion of your event.
6. **Point of Contact:** The primary point of contact is Mr. Ronald Riddle, Office of the President, 301-295-9428, Ronald.riddle.ctr@usuhs.edu.
7. **Effective Date:** This PPM shall be effective from the date of signature.

A handwritten signature in black ink, appearing to read "RW Thomas". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Richard W. Thomas, MD, DDS, FACS
President