

At a glance: Ponderosa 1306

* Tiered Panel-style seating for 18 people
* Automatically activated built-in microphones
* Front-of-room cameras automatically track speaking participants
* Secure access – card reader

potential uses

* Invite guest speakers
* Allow students to attend a class remotely
* Deliver online info sessions
* Host virtual office hours

room access

* Must be booked on the Education internal booking system. See authorized staff in your department to book this facility.
* If you have booked this room during regular office hours (Mon - Fri 8:30am - 4:30pm), you will need to sign out an access card, available at Ponderosa in the LLED office (#2013) or EDST office (#2009). You may also sign out a card available in your department in Scarfe. There is a replacement fee of $10.00 if a card is lost/not returned.
* If you have booked this room Mon – Fri 4:30pm - 8:00pm and need AV support, see below (“Support”).

USING web/video conference in THIS ROOM

* The equipment is software agnostic, but is most suitable for BlueJeans or Skype.
* The BlueJeans login information is outlined on the laminated info sheet in this room.

support

For training, technical support during your session, or if you need a video conference session recorded:

Submit a ticket to UBC IT-AV Services at <http://it.ubc.ca/sos> **or** contact the UBC AV Helpdesk: [av.helpdesk@ubc.ca](mailto:av.helpdesk@ubc.ca) or 604.822.7956. Mon - Fri 7:30 am - 8:00 pm.