Event Details:
Event name: Primary Department for this Event:
Event Coordinator Name: Event Coordinator email:

Who will be opening the NSCC on the day of your event? We need to add the applicable people to the NSCC's badge reader. Please provide names and UCSF ID numbers (EID, 02- #). *A maximum of 2 people can be added to the badge reader.*

NSCC User	User Name	EID number
User 1		
User 2		

Who will be configuring the NSCC's audio and video functions? The applicable people will need to receive an NSCC orientation. *A maximum of 2 people can be included in an AV orientation.*

NSCC User	User Name	E-mail
User 1		
User 2		

Expected Head Count:
Reservation Date:
Reservation Time, including set-up and break-down time:

Will there be an atrium component? *This also includes use of space outside the NSCC.*   Yes   No
If yes, please fill out the online Atrium Request form for a separate approval process, required by Neurology department.

The NSCC audio system includes a fixed podium microphone, two handheld microphones, and two lavalier microphones. Additional furniture (chairs, tables, etc.) must be ordered through Facilities.

Zoom Integration:
Will your meeting include Zoom attendees or presenters?   Yes   No
Who is the meeting host and alternate host?
Will the hosts be attending to control microphones, etc.?   Yes   No
Is your Zoom meeting set up as a standard meeting or a webinar?   Standard   Webinar
If a webinar, please provide the Host Key of the person who scheduled the webinar: