

Overview of BJWCH Conference Rooms

There are 5 conference rooms available to schedule at BJWCH. Please see the below table for details.

Conference Room Name	Location	Seats	AV/Misc*	Phone Number	Outlook Name	Notes
Procedural Conference Room	Procedural Floor Northwest corner WC-B1-164	12	Large screen TV with click share Polycom speaker phone White board, key lock on door	314-996-8675	BJWC Procedural Conf Room	
East Conference Room	Main Floor Off main lobby WC-01-148	24	Drop down screen with projector, ceiling speaker, wire connection or click share Writable wall & white board, key lock on door	314-996-8408	BJWC East Conf Room	Standard set up is two rooms though they can open up to one large room. Must book both in Outlook to do this.
West Conference Room	Main Floor Off main lobby WC-01-148	22	Drop down screen with projector, ceiling speaker, wire connection or click share Writable wall & white board, key lock on door	314-996-8402	BJWC West Conf Room	
2100X Conference Room	2 nd Floor Southeast corridor WC-02-250	12	Large screen TV with click share Polycom speaker phone White board, key pad on door	314-996-0690	BJWC 2100X Conf Room	
3100Y Conference Room	3 rd Floor Southeast corridor WC-03-250	12	Large screen TV with click share Polycom speaker phone White board, key pad on door	314-996-0692	BJWC 3100Y Conf Room	
3100G Education Room	3 rd Floor Northwest corridor WC-03-109	12	Large screen TV with click share Polycom speaker phone White board, key pad on door	314-996-0693	This conference room is being used for ongoing education classes. It will not be available for regular booking. Please contact Sarah Dopuch to see if it is available to book. Outlook name is BJWC 3100G Education Room.	

*Conference Rooms do not have computers; if you plan to use the provided screens or projector you will need to bring a laptop.

For BJC employees: Please use Outlook to book the conference rooms. If you need time for set up/break down, please book extra time on the front and back end, if possible. This is especially important if you are booking the East and West Conference Rooms as they can be opened up to create one large conference room. A room reservation will be responded to with an automatically generated acceptance or declining notice. The person booking the room is responsible for ensuring the room accepts their appointment to confirm the reservation.

If you run into a conflict or situation where no rooms are available, please contact the Sarah Dopuch who can help with a solution.

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For WUSM employees: Please contact a member of the Admin team who can help book a room. They are listed below.

Name	Number	Email
Sarah Dopuch	314-996-8957	sarah.dopuch@bjc.org
Jennifer Holmes	314-996-8571	jennifer.holmes@bjc.org
Jennifer Kirklin	314-996-8660	jennifer.kirklin@bjc.org

If you book a room at BJWCH, you are agreeing to follow the guidelines outlined on page 3.

BJWCH Conference Room Guidelines

- All tables and chairs are to be returned to their correct layout after use. Layouts are posted in each Conference Room.
- Do not take tables/chairs from other rooms. If additional tables/chairs are needed, please contact a member of the Admin team a minimum of 24 hours prior to your meeting and we will do our best to accommodate your request.
- Clickshare instructions are on the wall. The clickshare dongle & TV remote should be returned to their designated spot after use.
- Food and beverages are to be disposed of by those utilizing the room. If there is an abundance of waste, please contact EVS (314-941-4502) to coordinate pick up.
 - All items supplied by the cafeteria or an outside vendor must be removed from the room when conference room reservation has ended.

**** NO FOOD/BEVERAGES SHOULD BE LEFT IN CONFERENCE ROOMS AFTER YOUR RESERVED TIME HAS ENDED.*

- For rooms equipped with a PolyCom system, please return PolyCom to working condition if it is unplugged and/or relocated for any reason.
- When waiting for an occupied conference room, please be courteous to those around you (e.g., in a patient care unit hallway, adjacent to the main lobby)

We ask that those utilizing the conference rooms be courteous of the hospital patients and guests as well as others with reservations by leaving rooms in the proper condition after use.