

## Booking space in the Edmonton Clinic Health Academy

The ECHA Shared Administration team receives regular queries about booking space in the building. The following addresses the most commonly asked questions. Questions not addressed should be directed to [echa.admin@ualberta.ca](mailto:echa.admin@ualberta.ca).

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**Q1 - How do users book rooms in the Edmonton Clinic Health Academy (ECHA)?**

A1 - Classrooms, seminar rooms and lecture theatres on L1, 1 and 2 are booked through the [Office of the Registrar, Exams and Timetabling](#). Teaching spaces are available as follows:

285 seat lecture theatres – 2

253 seat lecture theatres – 2

80 seat rooms – 12

40 seat rooms – 2

20 to 24 seat rooms- 39

12 to 16 seat rooms – 18

*These spaces cannot be booked through the ECHA Shared Administration team.*

The meeting rooms on levels 3, 4 and 5 are shared spaces, currently available only to building occupants. Occupant groups have access to a self-service online booking system that allows them to book and confirm most meeting rooms. Occupant groups use the Facility Request Form to book the following rooms only when they are to be used for special events:

- 3-001, 3-099, 4-001, 4-099, 5-001, 5-099 (NE and SE corner rooms)
- 4-036 (boardroom)
- Atriums and other special spaces

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**Q2 – Can anyone book the atrium space, or other areas for special events?**

A2 - Yes. External groups can book the atriums, the adjoining rooms on the North atrium only, Main Street on levels 1 and 2, terraces and other areas. External groups and occupants can request these spaces via the Facility Request Form found [here](#).

**Q3 - Why are rooms available to building occupants exclusively?**

A3 - In September 2010, the ECHA APO Committee, which is comprised of representatives of each of the occupant groups in ECHA, requested the development of a formal procedure to ensure they had appropriate access to their shared spaces. The resulting booking system protects occupant access to shared spaces. Since the ongoing maintenance of these spaces, including equipment repair and replacement, is paid for by occupants, it is reasonable that they expect some control over usage. Unlike other facilities, ECHA has extremely limited faculty-specific space. This means that individual occupants cannot assume space will be available when they need it. The APO Committee implemented this approach in January 2012 for a one-year period; we are currently analysing usage statistics and reassessing this approach.

**Q4 - How was the booking approach determined? Who created the process?**

A4 - The booking guidelines and processes for all shared spaces in ECHA were designed, and are supported by the ECHA APO Committee; this committee is comprised of representatives from each of the faculties/units with space in the building. The booking process was informed by the requirements of the occupant groups, and through actual experience as the system was implemented. As new issues and solutions are identified, the process is updated and amended.

**Q5 - Who was involved in designing the guidelines?**

A5 – The ECHA APO Committee and the Administrative Subcommittee designed the guidelines.

**Q6 - Is there a dispute resolution mechanism?**

A6- Yes. While the guidelines are applied consistently, special requests are reviewed and may be approved when and if they fit the vision for the building and do not intrude upon the purview of the occupants. Requests for bookings that fall outside the parameters of the guidelines can be addressed to [Tamara Mitchell Schultz](#).

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**Q7 - Can external groups ask an occupant of ECHA to book a room for them?**

A7 - No. If an external group wants to book meeting space on levels 3, 4 or 5 in ECHA, that request should be addressed directly to [Tamara Mitchell Schultz](#). Bookings made via a 'work-around' will be revoked.

**Q8 - Why can't all Health Sciences faculties book space in ECHA? Isn't the building supposed to support and encourage interdisciplinary work?**

A8 – It is important to remember that shared space in ECHA is the only meeting space available to most occupants in the building. Funding for the maintenance, repair and upkeep of ECHA shared spaces, and the state-of-the-art technology installed within them, comes from ECHA occupant groups. These groups do not have separate, discrete meeting spaces.

Now that we have a full year of data, we are analysing usage statistics to determine whether we can extend booking privileges to members of Health Sciences faculties, departments and units who are not located in ECHA. In our role as advocates for the occupant groups, we have a responsibility to ensure them adequate access to the spaces for which they pay through the joint funding model, and to which they need access to conduct their business. Administering a booking system that has multiple levels of access and priorities may be beyond the capacity of the resources currently available. Until we have reviewed the usage and consulted with the APO Committee, we will not be in a position to propose changes to the current system.

**Q9 - Who is on the APO Committee for my faculty?**

A9 - The following list was current as of January 21, 2013.

FoMD, Dentistry - [Suzanne Roy](#)

FoMD, Community Engagement - [Wendy Brown](#)

FoMD, Continuous Professional Learning - [Kathleen Edwards](#)

FoMD, Medicine - [Therese Vanden Broek](#)

Health Sciences Council - [Trish Whelan](#)

Health Sciences Education and Research Commons - [Pam Rock](#)

FoMD, Medical Laboratory Science - [Jennifer McPhee](#)

Faculty of Nursing - [Umar Yusuf](#)

ALES, Nutrition - [John Bell](#)

FoMD, Pediatrics - [Sandra Pichler](#)

Pharmacy and Pharmaceutical Sciences - [Frank Hanta](#)

School of Public Health - [Bob Sadler](#)

FoMD, WCHRI - [Louanne Campbell](#)

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