

## Memorandum

**To:** Prisma Health Employees

**From:** Bruce Cantrell, Manager, Conference Facilities & Distance Learning

**Date:** Oct. 8, 2019

**Re:** Scheduling the Toomey Conference Center & Patewood 255 meeting rooms for 2020

Click [here](#) to download an Excel form to submit for each meeting you are responsible for scheduling. Please complete this form and email it to [wes.cotton@prismahealth.org](mailto:wes.cotton@prismahealth.org). See the instructions below. Be sure to save a copy of each meeting request for your records.

Please submit your forms by Tuesday, Oct. 23 as we will start the scheduling process on this date. Requests submitted after this date will be relegated to the back of the log file. We will send out meeting confirmations by the last week in November.

The form should be completed and submitted via email. Click in a field to activate the cursor, and then type directly into the form. Press the tab button to advance to the next field. Single-click a box to fill it with a check mark. You can email the form straight from Excel by going to *File - Send To - Mail Recipient (as Attachment)* and sending to Wes Cotton: [wes.cotton@prismahealth.org](mailto:wes.cotton@prismahealth.org).

The utilization of meeting space at GHS remains high. We expect to schedule more than 18,500 meetings for the 2020 calendar year. Because of this, many meetings change over time, and therefore, we do not carry over existing meetings into the next calendar year without a request form. Please submit all meeting requests, existing and new.

### GMH Community Room

Patients that have stayed in the rooms that overlook the Community Room have complained about disturbances from events held in this room. As a result of patient complaints, any events that have the potential to disrupt patients are discouraged. The Community Room will continue to be used for blood drives, wellness screening, fit-testing and mandatory flu blitz. Retirement receptions will be held in the low overhang area of the Community Room. Any other type of event will need to be reviewed and approved prior to the event.

### Special Events

We are also now accepting requests for special events. Those are defined as one-time, large, full-day or multi-day events for 2020, such as World Diabetes Day, Stroke Symposium, Medical Education Day, etc. These requests may be made on the same form and submitted as any other meeting request.

We appreciate your cooperation and attention to detail when making a request for meeting space.

If you have questions concerning scheduling meetings for 2020 in the Toomey Conference Center at GMH, please contact Wes Cotton at 455-7983 [wes.cotton@prismahealth.org](mailto:wes.cotton@prismahealth.org)

For those requesting meeting rooms at Patewood Center (255 Enterprise Blvd), please contact Lee Ann Curry at 454-8547 or [Lee.Curry2@prismahealth.org](mailto:Lee.Curry2@prismahealth.org). The following rooms can be scheduled at Patewood Center: Classroom A/B (60), C (15), I (12), J (12), L (8).

Since meeting space is in high demand, we ask that you notify us 24 hours prior to any cancellations.