

# Scheduling the Audio Booth

## OVERVIEW

The audio booth is located in the Center for Health and Technology. It is available Monday through Friday from 8:00 am to 5:00 pm and is designed for independent use by UC DHS faculty and staff. It is required that you bring your own laptop and use the USB microphone available there. For CME content, the Office of Continuing Medical Education (OCME) will process the resulting audio in post-production to enhance quality if needed.

## HOW TO SCHEDULE

To record in the audio booth, reserve a recording session by following these steps:

1. Go to <https://somapp.ucdmc.ucdavis.edu/meded/scheduling/calendar.cfm>
2. Select CHT Building from the drop-down list under Select Building (see image below)
3. Under the Equipment section, click on CHT 4323 (see image below)

UC Davis Health System - Resource X

https://somapp.ucdmc.ucdavis.edu/meded/scheduling/

# UCDAVIS HEALTH

## Report Classroom Issue

Audio/Visual Equipment Training  
Center for Simulation Scheduling  
Equipment Use Tutorials & Guides  
Floor Maps  
Room Usage Guidelines  
Search for Room  
Export Calendar

### Select Building:

CHT Building

### Small Classrooms

CHT 1331 - Seats: 8  
CHT 1333 - Seats: 8  
CHT 1335 - Seats: 8  
CHT 2308 - Seats: 8  
CHT 3308 - Seats: 10  
CHT 1347 - Seats: 12

### Equipment

CHT 4323 - Seats: 2

### Lecture Halls

CHT 1341 LH - Seats: 24

## Education Zone Resource Scheduling

Choose a resource on the left to view or request a reservation.

**Report a Classroom Issue**  
Click the above to report an operational issue in one of the classrooms.

**Center for Simulation Scheduling**

Need assistance scheduling? Contact us at (916) 734-5352.

- Select a day in the calendar and click on the green + icon to select a time to schedule a recording (see image below)

The screenshot shows the UC Davis Health calendar interface for January 2021. The calendar is displayed in a grid format, showing dates from 3 to 31. A red box highlights the date 27, which has a green plus sign next to it, indicating a time slot for scheduling. The interface includes a sidebar with navigation options, a top navigation bar with the UC Davis Health logo, and a bottom section with a notice about the Audio Booth availability.

The Audio Booth is available Monday to Friday 8:00am to 5:00pm and designed for independent use by UC Davis faculty and staff. Please coordinate with your school educational technologist for equipment and software operational support. Please contact AIS for technical support.

- Agree to the terms of use and click submit to reserve your date and time (see image below)

The screenshot shows the UC Davis Health Reservation Request form. The form contains several sections of text, including "EDUCATION ZONE USE GUIDELINES", "EXTERNAL VISITOR POLICY", "EVENTS/SOCIAL GATHERINGS/HOLIDAY CELEBRATIONS", "CHANGES TO CLASSROOM CAPACITY", "CLASSROOM CLEANING PROTOCOL", and "MANDATORY SYMPTOM SCREENING". A red circle highlights the "I agree to the Terms of Use:" checkbox, and a red box highlights the "Submit" button.

**Reservation Request**

**EDUCATION ZONE USE GUIDELINES**

**UPDATE: 1-11-2021**  
All in-person meetings and gatherings are currently prohibited on Sacramento campus. All team, staff and faculty meetings are expected to transition to virtual format until further notice. Any requests submitted for in-person meetings will be denied.

**UPDATED GUIDELINES AS OF 1/11 - PLEASE REVIEW CAREFULLY BEFORE CONTINUING**

**External Visitor Policy**

- Use of Education Zone classroom space is limited to UCD staff, residents and students until further notice. Any external visitors or attendees are strictly prohibited unless prior approval is granted by executive leadership. This includes instructors, facilitators and trainers from outside the university. If your reservation includes any non-UCD attendees, guests or visitors, please contact the Schools of Health Facilities/Resources office at 734-2358.

**Events/Social Gatherings/Holiday Celebrations**

- Per Sacramento County public health orders, in-person social gatherings and ceremonies are not yet permitted. This includes student events and departmental holiday parties. Classroom space may be requested for virtual events and ceremonies.

**Changes to Classroom Capacity**

- Maximum capacity for all classrooms has been updated to account for appropriate physical distancing. Updated capacity for each classroom is noted on the left sidebar next to the room name (ex: Ed Bldg 1222 - Seats: 60)

**Classroom Cleaning Protocol**

- Education Zone classrooms have been equipped with disinfectant spray & towels. Before leaving the classroom at the end of your reserved time, please wipe down tabletops, chairs and any other contacted surfaces to disinfect for the next users. Please account for at least 10 minutes of cleaning when submitting start & end times for your room request.

**Mandatory Symptom Screening**

- All Education Zone employees/students/guests must complete daily online symptom screening: [Qualtrics online survey](#)
- For all meetings, classes and events in the Education Zone buildings, the hosting department is responsible for managing screening process for their employees/students/attendees

I agree to the Terms of Use:

Submit

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