



## LUNDS UNIVERSITET

Medicinska fakulteten

Fakultetskansliet

Utbildningschef Göran Thomé

### ***Booking of education rooms on CRC***

#### **Booking**

Booking of rooms is done via Kerstin Troein ([kerstin.troein@med.lu.se](mailto:kerstin.troein@med.lu.se)). It is advised that the booking is done no later than the day before. Together with the booking confirmation you will receive a link with contact and user information. The LUCAT identity is used for logging on to the computers in the education rooms for university employees. For non-university employees the reception will create a temporary LUCAT-identity that can be used during the booking. Student can book seminary rooms after 17.00 and on weekends. Student shall identify themselves with their STIL address.

The booker is responsible for the rooms and it's equipment during the booking. Note that the room is unlocked during the booking and therefore should not be left unsupervised. If the room is not left at the end of the booking the burglary alert could be activated. Windows may only be opened on Mondays to Fridays between 8.00 and 17.00.

#### **Usage**

There are easily available manuals and information in the room. If you experience problem contact the reception (040-39 10 10). The reception will contact IT support. Note that IT support will prioritize support in the auditorium and the seminary rooms. It is possible to request an IT technician during the booking against a fee.

The booker shall restore the room and equipment after usage. It is especially important the battery powered devices are set to charge. Furniture should be reset according to posted plan.

Any fault reports should be made to the reception ([crcreceptionen@med.lu.se](mailto:crcreceptionen@med.lu.se)). The rooms are checked by CRC Service staff every evening. Failure to follow these rules can lead to being banned from using the education rooms on CRC.

#### **Other**

Offers about participating in a briefing on the audiovisual equipment in the auditorium will be held at several occasions every semester. Information about the next session can be found on ([http://www.med.lu.se/bibliotek\\_och\\_ikt/kurser/hantering\\_av\\_teknisk\\_utrustning](http://www.med.lu.se/bibliotek_och_ikt/kurser/hantering_av_teknisk_utrustning)).