Center on Human Development and Disability (CHDD)
ROOM CD150 RESERVATION REQUEST

Room Information: [http://depts.washington.edu/chdd/admin/cd150.html](http://depts.washington.edu/chdd/admin/cd150.html)

Please complete and return to CHDD Budget Office, Box 357920

Today’s date: ____________________________

1. Conference Dates:
   and days of wk
   ____________________________

   Time: from: ____________________________ to: ____________________________

   Title of Conference: ____________________________

   Description of Activity: ____________________________

   Estimated Attendance: ____________________________

   Contact Person: ____________________________

   E-mail: ____________________________

   Person to be trained* ____________________________

   E-mail: ____________________________

   Department: ____________________________

   Phone: ____________________________

   Name of CHDD Program sponsor: ____________________________

2. Please check boxes below for equipment needed:

   - LCD projector -- wall-sized projection
   - Podium Windows computer with Internet connection –ability to connect presenters’ laptop computers as well
   - Videotape (VHS) projection via built-in VCR
   - Elmo presentation system for viewing books, 3D objects, overhead transparencies, etc.
   - 2 - 35mm color slide projectors
   - A traditional overhead projector

   *Training is required before scheduled use of the auditorium. You will be asked to designate an individual to be trained by CHDD media personnel. Schedule training by contacting Sally Schuh at sjschu@u.washington.edu (206) 543-5017. The designated person trained for your event is responsible for all room functions. CHDD media personnel do not provide support during your event.

   For detailed information regarding CD150 equipment and policies: [http://depts.washington.edu/bsc/CD150/CD150.html](http://depts.washington.edu/bsc/CD150/CD150.html)

3. Is this a Teleconference? Please check this box if yes: [ ]

   (If yes, please contact CHDD Media at 543-5017 for further instructions. Teleconferences can be received via fiber optic cable by contacting Bruce Fallon at 548-6367, or brucerr@u.washington.edu)

4. Parking arrangements for off-campus visitors must be made in advance. Please contact Misty Buxton in the Parking Division at specevnts@u.washington.edu 616-8710.

5. For training in the operation of equipment contact Sally Schuh at 543-5017 or sjschu@u.washington.edu

6. AV/TV EQUIPMENT OPERATORS ARE NOT PROVIDED. Arrange for these services with Health Sciences Academic Services 543-6729. [http://depts.washington.edu/bsasf/index.html](http://depts.washington.edu/bsasf/index.html)

7. If the room is to be used outside of regular University hours, adequate security arrangements must be made. Contact Christene James at 221-5496 or cajames@u.washington.edu for details.

   **PLEASE No Food Or Drink Inside CD150- Catered or other foods CAN NOT include nuts due to EEU School policy- Thanks!**

To be completed by CHDD Administration:

---

Christene James, Administrator CHDD
CHDD Room Reservations: chddroom@u.washington.edu

Date received: / / 4/11/2008

Approved [ ] Recorded and Distributed [ ]