# Capitol Meeting and Conference Room Status:

**Last updated: 5/21/2020**

<table>
<thead>
<tr>
<th>Room</th>
<th>Type of Meeting</th>
<th>Considerations</th>
<th>Equipment</th>
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</thead>
</table>
| Room 102 | Blocked off and in use for remote meetings only | • All attendees need to attend in separate areas to prevent audio feedback/looping issues.  
• Cannot use the “secretary computer” that is in that room – it is in use for remoting into that meeting | Remote accessing room                           |
| Room 137 | Blocked off and in use for remote meetings only | • All attendees need to attend in separate areas to prevent audio feedback/looping issues.  
• Cannot use the “secretary computer” that is in that room – it is in use for remoting into that meeting | Remote accessing room                           |
| Room 152 | Available for meetings using both video conferencing (Zoom) and in person.  
8 members at table + secretary, 1 extra chair not at table, 8 in audience | • Need a Zoom manager  
• Microphones need to have disposable covers added and removed *(OLIS staff will sanitize microphones)*  
• Rooms are currently set up for social distancing, please leave this in place  
• OLIS staff will help get meeting set up and tested as needed | • Resource laptop 1  
• Web camera 1 |
| Room 172 | Available for meetings using both video conferencing (Zoom) and in person.  
7 members at table + secretary, 1 extra chair not at table, 8 in audience | • Need a Zoom manager  
• Microphones need to have disposable covers added and removed *(OLIS staff will sanitize microphones)*  
• Rooms are currently set up for social distancing, please leave this in place  
• OLIS staff will help get meeting set up and tested as needed | • Resource laptop 2  
• Web camera 2 |
| Room 317 | Available for meetings using both video conferencing (Zoom) and in person.  
12 members at table + secretary, 4 chairs around perimeter, 10 in audience | • Need a Zoom manager  
• Microphones need to have disposable covers added and removed *(OLIS staff will sanitize microphones)*  
• Rooms are currently set up for social distancing, please leave this in place  
• OLIS staff will help get meeting set up and tested as needed | • Resource laptop 3  
• Web camera 3 |
| Room 303 | Available for in person meetings | • Limited technology in this room  
• Ideal for in person only  
• Not video conference capable | May need polycom phone set up if any attendees are calling in to a conference call |
| 3rd/4th floor Rooms | In process of upgrading sound systems | No meetings in these rooms |  |