Capitol Meeting and Conference Room Status:
Last updated: 5/21/2020

Room	Type of Meeting	Considerations	Equipment
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	