U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

NextGen Organization
William J. Hughes Technical Center

ORDER
NG 1780.3

Effective Date:

04/10/2015

SUBJ: Technical Center Conference Rooms, Training Rooms, Auditorium and Atrium Use and Management

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1. Purpose of This Order. This order defines the policies, standards and procedures for the use and management of conference rooms, training rooms, auditorium and atrium at the Federal Aviation Administration (FAA) William J. Hughes Technical Center.

2. Audience. This order applies to all federal employees, contractors, tenants and visitors of the FAA William J. Hughes Technical Center.

3. Where to Find This Order. You can find this order on the FAA.GOV website under the "Regulations & Policies" tab and select "Orders & Notices" or on the MyFAA Employee website. Use "Tools & Resources" tab and select "Orders & Notices."

4. Conference and Training Rooms Management. The Center Service Liaison and Imaging Technologies Branch is responsible for the Conference Room Management Program, which manages the conference rooms, training rooms, auditorium and atrium at the Technical Center. The conference rooms, as well as the Human Resources (HR) Training Room, Team Technology Room and the Smart Classroom are listed in the Conference Room Scheduler (CRS) application within the Lotus Notes Gateway. (See Appendix A for list of Conference and Training Rooms).

5. Policy.

    a. Reservations for the conference rooms, training rooms, auditorium and atrium can be made via the CRS application. All conference room users at the Technical Center have the ability to book a conference room or training room up to 30 days in advance through the online reservation application. Scheduling requests past the 30 days will require the assistance of the Conference Room Management Program staff by dialing (609) 485-5555 or via email at 9-ACT-ConferenceScheduler.

    b. For the scheduling of required recurring meetings, users may contact the Conference Room Management Program Staff to request reservations beyond the 30-day booking limitation up to an additional 30 days, not to exceed 60 days from the date of the request.

    c. Reservations beyond the 60-day booking limitation are restricted to special events requiring advanced coordination of resources (such as training and/or travel).

    d. Reservations for the conference rooms, training rooms, auditorium and atrium are available on a first-come, first-served basis.

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6. Authorized Users. FAA organizations may use the conference rooms, training rooms, auditorium and atrium at the Technical Center for purposes related to mission, programs and activities, including

    a. Professional development and training, all hands meetings, retirement and awards events.

    b. Officially sanctioned activities, such as Combined Federal Campaign (CFC), blood donor program, and functions sponsored by the NAFEC Association, Little Flyers Academy Child Care Center, professional societies/organizations (IEEE, NSBE, etc.), and Civil Rights special emphasis group functions (NBCFAE, NHCFAE, etc.).

    c. Union Labor organizations. When available and in accordance with this policy, the unions may have access to the Technical Center auditorium or conference rooms to accommodate local meetings.

7. Conference Room and Training Room Configurations and Equipment.

    a. Conference Room Configuration. It is the responsibility of the person hosting the meeting to ensure the conference room is in the original configuration at the end of the scheduled meeting time. Conference room chairs should not be removed or added to the conference rooms. If the conference room does not meet your seating requirement, additional chairs can be obtained by dialing (609) 485-4122 or via email at 9-act-troubledesk@faa.gov. Requests must be submitted 48 hours in advance. A request must also be submitted to have the additional chairs removed after the meeting is completed. Refer to the conference room profile within the CRS application for specific room seating capacity.

    b. Conference Room Equipment. The conference rooms are equipped with audio/visual equipment for presentation and training purposes. The Conference Room Management Program has developed a standard audio-visual equipment configuration package for convenient and effective use by conference room users. Based on unique requirements or limitations of individual rooms, the standard equipment configuration may be substituted at the discretion of the Conference Room Management Program. Refer to Appendix B for a listing of standard equipment. Refer to the conference room profile for the equipment configuration in each conference room.

    c. Training Room Configuration. The training rooms are configured in a classroom style setting. Priority will be given to groups requiring PCs to conduct their training.

    d. Training Room Equipment. The Team Technology Room and Smart Classroom are equipped with PCs for training.

    e. For specific equipment in each conference room or training room, refer to the conference room profile in the Conference Room Scheduler. No items in the conference rooms and training rooms including flip chart pads, markers, audio/visual and network cables should be removed under any circumstances. All the equipment in the conference rooms and training rooms are inventoried on a regular basis. Any missing equipment will be reported to security.

    f. For assistance with using conference room equipment (e.g. VTC, projectors, PC's, etc.) or to report damaged or broken equipment, users should contact the Conference Room Management Technical Support by dialing (609) 485-8889.

8. Care of the Conference Rooms and Training Rooms. The conference rooms and training rooms must be left in a clean and orderly condition. The group/organization using the conference room or training room is responsible for the following:

    a. Disposal of trash and recyclable materials in appropriate receptacles

    b. White boards erased and cleaned

    c. Any remaining materials such as handouts, agendas, etc. must be removed from the conference room or training room

    d. Food and beverages are prohibited in the Smart Classroom and Team Technology Room.

9. Access.

    a. The following rooms are open between 7 a.m. and 6 p.m.

- Conference Center #1 – B300-1-2 – 1N222
- Conference Center #2 – B300-1-3 – 1N521
- Conference Center #3 – B300-1-4 – 1N522
- HR Training Room – B300-1-5 – 1W611
- Team Technology Room – B300-1-6 – 1W601
- Smart Classroom – B300-1-10 - 1S101

    b. Contact the Conference Room Technical Support number at (609) 485-8889 or Security at (609) 485-5246 for access into these rooms.

    c. The Center Service Liaison and Imaging Technologies Branch is NOT responsible for items left unattended or overnight in the conference rooms and training rooms.

10. Technical Center Auditorium and Atrium Use.

    a. All conference room users with access to the CRS application may reserve the auditorium and/or atrium for the purposes outlined in paragraph 6 (Authorized Users) within the 30-day window. However, the Conference Room Management Program will review all reservations to confirm that the intended use complies with established permitted practices and activities as identified in paragraph 6.

    b. Requests for audio-visual support for the auditorium or atrium must be made through the CRS application at the time of the reservation or when contacting the Conference Room Management Program staff for reservations at (609) 485-5555. The CRS application reservation window for the auditorium and atrium provides a listing of available services.

    c. In the event of a scheduling conflict, the Conference Room Management Program staff reserves the right to cancel any reservations if the determination is made that a higher mission priority exists (i.e. FAA Administrator's Town Hall Meeting, VIP visit or similar).

d. The Conference Room Management Program staff will review all requests for use of the auditorium and atrium to ensure proper usage and compliance of this policy.

11. Prohibited Activities.

a. The following activities are prohibited in all conference and meeting rooms at the Technical Center, including the auditorium and atrium:

(1) Any games of chance including raffles or drawings that result in individual personal gain.

(2) Any sales activities that result in a monetary profit for an individual or for-profit organization not operating under an agreement with the FAA.

(3) Any fundraising activities other than in support of officially sanctioned activities during the officially designated annual time period such as, Combined Federal Campaign (CFC), FAA Little Flyers Academy Child Care Center, and Civil Rights special emphasis group functions (NBCFAE, NHCFAE, etc.).

(4) The display of any signs, advertising materials or other similar matter including, but not limited to, posters, flyers and brochures for any commercial entity other than the Jersey Shore Federal Credit Union (upon the written consent of the WJHTC Contracting Officer).

(5) The display of any materials endorsing any political party or candidate for public office.
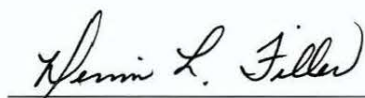
(6) Any activities related to the organized protest of a public law, policy or event, including, but not limited to, the display of posters, distribution of flyers or picketing.

b. The Conference Room Management Program staff reserves the right to review and cancel any reservations prior to the event date if it is determined that a prohibited activity may take place.

c. Any FAA organization making a reservation for a visiting third party (contracted instructor or vendor) shall be considered the event sponsor. The sponsoring organization will be held responsible to ensure that the third party complies with all conference room policies outlined in this document.

12. Cancellation. All cancellations should be done via the CRS application at least 24 hours prior to the scheduled meeting, if possible or as soon as notified by the meeting requestor.

13. Distribution. This order is available electronically as described in paragraph 3 of this order.

Dennis L. Filler

Dennis L. Filler
Director, William J. Hughes Technical Center

APPENDIX A. LIST OF CONFERENCE ROOMS AND TRAINING ROOMS

Building	Conference Room / Training Room	Locator #	Capacity
210	210-1-1		35
210	210-2-2		15
296	296-1-1		35
300	300-1-2 (Conf.Center1)	1N222	40
300	300-1-3 (Conf.Center2)	1N521	17
300	300-1-4 (Conf.Center3)	1N522	25
300	*300-1-5 (Training Room)	1W611	35
300	*300-1-6 (Team Tech. Room)	1W601	15
300	300-1-7 (Auditorium)	1S110	250
300	300-1-9 (Atrium)	300-1-K31	100
300	*300-1-10(Smart Classroom)	1S101	25
300	300-1-11 (Atrium-Credit Union Area)	300-1-J27/J29	25
300	300-1-12 (Atrium – Day Care Area)	300-1-J24/J26	25
300	300-2-2(H-34)	2S205	20
300	300-2-3(H-17)	2N510	35
300	300-2-4(J-18)	2N631	15
300	300-2-7(J-24)	2W735	15
300	300-2-8(J-26)	2W729	30
300	300-2-9(K-32)	2S728	15
300	300-2-10(L-27)	2W837	15
300	300-2-11(G30)	2E101	24
300	300-3-3(H-17)	3N524	15
300	300-3-6(J-18)	3N608	10
300	300-3-7(J-24)	3W639	10
300	300-3-8(K-23)	3W865	24
300	300-3-12(G-30)	3E111	24
300	300-3-13(F-30)	3E121	24
300	300-4-2(K-35) (Director's Conf. Room	4S019	38
300	300-4-3(Civil Rights Conference Room)	4S202	15
300	300-4-6(K26)	4W729	15
301	301-Mezz-1(Hangar)		25
305	305-B-163(Rm2)		25
316	316-2-2 (H9)	2N517	15
316	316-2-3 (H-1-14)	2N117	18
316	316-2-4 (Atrium)		35
316	316-3-2(S16)(Rm318)	3E153	25
316	316-4-1(Z17)(Rm402)	4E107	35
316	316-4-3(D15)(Rm419)	4E163	16
316	316-4-4(D15)(Rm420)	4E165	16

*Training Room

APPENDIX B. A LIST OF STANDARD EQUIPMENT

1. 55" LED LCD Monitor (Samsung or similar)

2. VGA (or appropriate) cable for PC or laptop connection

3. Blu-Ray DVD Player

4. Local Area Network (LAN) access

5. Polycom Teleconferencing Telephone