Sampling Room Booking Confirmation

Information included in the confirmation will vary depending on the rooms and services requested, and whether your session is recurring.

Important Connection and Recording Information

As of July 1st 2021, some FOM videoconference spaces will no longer automatically connect into sessions. Going forward, users will self-connect and self-record during their Zoom enabled sessions when using these rooms. Additionally, users must self-record when using Zoom without a physical room. This change will help create a more unified experience, improve security and align with wider institutional practices. For a list of participating rooms, and more information please visit our project information site.

Resources with "**SC**" in name are self-connect self-record rooms (i.e. DHCC 2250 SC). Resources with "**©**" in name will be connected or recorded with the help from a technician (i.e MSB 150 LT ©). For full list of SCSR rooms click here.

All participants must have the 11 digit Zoom Meeting ID and passcode to connect to the session.

Resources: rooms & resources booked including conference ID & recording, if applicable. For recurring session, this is first occurrence only

Instructions for how to connect using the Zoom ID

Rooms & Resources: Booked for each date in the recurrence

FOM Booking Confirmation - Sample Room Booking Confirmation

Date and Time:	Tuesday, March 1, 2022 from 4:00 PM until 5:00 PM Canada British Columbia
Start Time (with setup):	Tuesday, March 1, 2022 4:00 PM
End Time (with cleanup):	Tuesday, March 1, 2022 5:00 PM

Resources: *Zoom: Meeting ID 91783 244698 Approved All Future — None Selected —

VC Rooms: DHCC 9299 © Approved All Future
VC Rooms: MSB 210 SC Approved All Future

Approved: **R**eservation status

All Future: All recurrences of approved

How to Join a Zoom Meeting From a Personal Device:

Step 1: Open https://ubc.zoom.us/ and click on **'Join a Meeting'**.
Step 2: Enter the 11 digit Zoom Meeting ID found above in the **Resources** section then click **'Join.'**
Step 3: If you have the Zoom client click **'Open Zoom Meetings,'** otherwise, click **'join from your browser.'**
Step 4: Enter the last 6 digits of the Zoom Meeting ID found above in the **Resources** section in the **passcode** field then click **'Join Meeting.'**

In this example the last six digits are 149265

How to Join a Zoom Meeting From a Videoconference Space:

To connect from a **videoconference space** to Zoom when using a self-connect self-record room, review the instructions at this link or in room guide.

How to Join a Zoom Meeting using your Telephone (Long distance charges may apply):

Step 1: Dial +1 778 907 2071 and follow the prompts.
Important: You will need the **11 digit Zoom Meeting ID** and **6 digit passcode** to join via Telephone.

Information for Hosts and Moderators (Do not forward to all participants):

Claiming the Host role enables the ability to manage participants, record, use breakout rooms and more. Click here for more information about using the host key.
FOM Zoom Host Key: Use the first **6 digits** of the **Zoom Meeting ID** in the above Resources section.

Recording:

Effective July 1st, the host of the meeting will be responsible for starting and stopping the recording for all sessions when using a self-connect, self-record capable VC room. Additionally, users must self-record when using Zoom without a physical room. Please review instructions through this link or the in room guide.

Recurring Details:

Rooms and Meeting IDs booked for recurring sessions may vary due to availability. Please review each date in the section below for any differences to your rooms and / or Meeting ID's and any updates needed.

Recurring On The 1st Tuesday Of Every Month Until Tuesday, June 7, 2022

Recurring End date

Mar 1, 2022, 4:00 PM - 5:00 PM DHCC 9299 ©,Meeting ID: 91783 244698,MSB 210 SC	May 3, 2022, 4:00 PM - 5:00 PM DHCC 9299 ©,Meeting ID: 91783 244698,MSB 210 SC
Apr 5, 2022, 4:00 PM - 5:00 PM DHCC 9299 ©,Meeting ID: 91783 244698,MSB 210 SC	Jun 7, 2022, 4:00 PM - 5:00 PM DHCC 9299 ©,Meeting ID: 91783 244698,MSB 210 SC

Contact Information:

Booked By: Becky O'Rourke	Requested For:	Requested By: Kenny Hammond

Additional Information:

- All users are responsible for adhering to the COVID safety guidelines, policies and public health orders applicable for their site, location and event. UBC Guidelines and Safety Plans can be found here.
- Need Help with In-Room equipment or VC? 1-877-266-0666, press 2 for the MedIT VC Service Desk.
- Need to make a change to this confirmation? Let the Resource Coordination Team know.
- For Zoom training information, visit our Service Catalogue.
- Additional Support for FOM Education Activity.
- **For all Faculty of Medicine Education Activities**: A confirmed room booking does not constitute approval for the education activity. All FOM activities will still need to complete the education re-entry process for approval.
- Room Booking Terms & Conditions.