

## **Teaching Rooms with Smart Board Equipment**

Training to operate the audio visual equipment in teaching rooms must be arranged prior to use of the equipment by contacting:

**HSC Primary Contact** is James Kent, 22433, [jkent@mcmaster.ca](mailto:jkent@mcmaster.ca)

**Secondary Contact** is Erik Pechmann, 21601, [pechm@mcmaster.ca](mailto:pechm@mcmaster.ca)

**(HSC 1A1/1A6 \*only\*:** Contact **Chris Robinson**, [robinc@mcmaster.ca](mailto:robinc@mcmaster.ca); if Chris is not available, please contact James Kent or Erik Pechmann)

**MDCL 2<sup>nd</sup> floor Primary Contact** is Eric Pechmann, 21601, [pechm@mcmaster.ca](mailto:pechm@mcmaster.ca)

**Secondary Contact** is James Kent, 22433, [jkent@mcmaster.ca](mailto:jkent@mcmaster.ca)

**MDCL 3<sup>rd</sup> floor Primary Contact** is Carlie Soares, 905-746-0409, [soarec2@mcmaster.ca](mailto:soarec2@mcmaster.ca)

**Secondary Contact** is James Kent, 22433, [jkent@mcmaster.ca](mailto:jkent@mcmaster.ca)

## **Catering**

- Catering needs should be referred to Paradise Catering ext. x24836 [catering@mcmaster.ca](mailto:catering@mcmaster.ca) or Preferred Catering [preferredcatering@hhsc.ca](mailto:preferredcatering@hhsc.ca) or call Ext. 73549.

## **Teleconferencing**

**University Extensions - HSC 1J8, 1J9A & 4N42, MDCL 2230, 2242, 2243, 2248, 2249**

- General Inquiries: Please contact UTS Telecommunications at X26001
- Hospital departments: Please contact UTS Telecommunications at X26200 or X26100 to book "teleconference installation".

**Hospital Extensions - HSC 3A2, 3A3, and 4E20**

- Contact Hospital Telecom, Ext 73848

## **Locked Conference Rooms**

If the room you have booked is locked:

For locked conference rooms in the Health Sciences Centre (HSC), please call Hospital Security at 905-521-2100, ext. 76444.

For locked conference rooms in the MDCL building, please call Facility Services at 905-525-9140, ext. 24740.