

POLYCOM NOTE: if a room does not have a conference phone or polycom specifically listed below in the Notes field, please contact Telecommunications at least two business days before the meeting date. Requests should be sent to [telecom@sfdph.org](mailto:telecom@sfdph.org).

| Dept.                | Contact         | Phone       | Location                  | Occupancy     | Notes   |
|----------------------|-----------------|-------------|---------------------------|---------------|---|
| Anesthesia           | Staff           | 206-8145    | 3C26                      | 10-12         | Available for use: MacMini, AppleTV, HDMI connections for laptop. Contact by phone, no food or drink - not after 5:00PM   |
| Business Office      | Natalie Tan     | 206-3489    | Bldg 20, 4th Fl, Rm 2401b | 15            | Contact by phone; only books one month at a time; check calendar at conference room and call Natalie- not after 5:00PM  |
| CHN/HR               | HR Staff        | (Use email) | CHN Bldg, 2nd Fl          | 100+          | Contact to reserve room by email only: <a href="mailto:sfdph.hr@sfdph.org">sfdph.hr@sfdph.org</a>   |
| Critical Care        | Gus Pangan      | 206-5274    | 4F36                      | 10            |   |
| Dean's Office        | Nancy Qare      | 206-8505    | Cafeteria Conf Rm 3       | 25            | Can book but after 6:30PM you can leave but not get back in - door locks automatically  |
| Dean's Office        | Nancy Qare      | 206-8505    | CARR Auditorium (Bldg 3)  | 130           | Full venue information available at the Carr Auditorium <a href="#">website</a> . Contact by phone to reserve. For meetings after 5:00Pm, contact Bernie Sarafian in Pathology 206-8213 |
| Education & Training | Antonio Naguiat | 206-4529    | Bldg 30, Rm. 3201         | 15            | Projector, video conference, big screen.  |
| Education & Training | Antonio Naguiat | 206-4529    | Bldg 30, Rm. 3200         | 30-50         | Projector, video conference, big screen.  |
| Education & Training | Antonio Naguiat | 206-4529    | Bldg 40, 5th Fl           | 20            | Presenter laptop available, built in projector. Contact by phone to reserve - 8:00 - 4:00PM   |
| Education & Training | Antonio Naguiat | 206-4529    | Bldg. 40, 5th Fl          | Computer Room | Presenter laptop available, built in projector. Contact by phone to reserve - 8:00 - 4:00PM   |

|                       |                                    |             |                        |       |   |
|-----------------------|------------------------------------|-------------|------------------------|-------|---|
| Experimental Medicine | Nicole Oliver                      | 206-8102    | Bldg 3, 5th Fl, Rm 505 | 50    | Contact by email to reserve:<br><a href="mailto:Nicole.oliver@ucsf.edu">Nicole.oliver@ucsf.edu</a>  |
| Hospital Admin        | Vickey Beltran/Kathlyn Marquez     | 206-3517    | 2A6                    | 30-35 | 2 TV monitors. Projector can be reserved. Polycom can be asked for when booking the room. Contact by phone to reserve.  |
| Library               | Library Staff                      | 206-3114    | Bldg 30, Rm 3101       | 10-15 | 1 large monitor. Laptop can be reserved in advance. No food or drink, open 8:00AM-5:00PM Monday through Friday. Reserve via instructions at the top of this page; please use phone number only if there are problems with that process. |
| Library               | Library Staff                      | 206-3114    | Bldg 30, Rm 3208       | 35-40 | Contact by phone to reserve 8:00-5:00PM (Currently unavailable due to longterm Epic booking; please see notes above.)   |
| Medicine              | Staff                              | 206-8317    | 5K8                    | 30+   | TV screen w/Zoom capability. Contact by phone to reserve. Available after 4:00PM.<br><br>Some weekend hours by appointment  |
| MHRF                  | Diana Arcega                       | 206-6329    | MHRF Bldg              | 15-20 |   |
| Nursing               | Amy Mincher/Jocelyn Romero-Toloafa | (Use email) | Bldg 25, H3009         | 20    | 2 monitors, polycom. Contact to reserve room by email only:<br><a href="mailto:amy.mincher@sfdph.org">amy.mincher@sfdph.org</a> or <a href="mailto:jocelyn.romero-toloafa@sfdph.org">jocelyn.romero-toloafa@sfdph.org</a>               |
| Nursing               | Amy Mincher/Jocelyn Romero-Toloafa | (Use email) | Bldg 25, H4009         | 20    | 2 monitors, polycom. Contact to reserve room by email only:<br><a href="mailto:amy.mincher@sfdph.org">amy.mincher@sfdph.org</a> or <a href="mailto:jocelyn.romero-toloafa@sfdph.org">jocelyn.romero-toloafa@sfdph.org</a>               |
| Nursing               | Amy Mincher/Jocelyn Romero-Toloafa | (Use email) | Bldg 25, H5009         | 20    | 2 monitors, polycom. Contact to reserve room by email only:<br><a href="mailto:amy.mincher@sfdph.org">amy.mincher@sfdph.org</a> or <a href="mailto:jocelyn.romero-toloafa@sfdph.org">jocelyn.romero-toloafa@sfdph.org</a>               |

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|------------|------------------------------------|-------------|-------------------|-------|--|
| Nursing    | Amy Mincher/Jocelyn Romero-Toloafa | (Use email) | Bldg 25, H6009    | 20    | 2 monitors, polycom. Contact to reserve room by email only: <a href="mailto:amy.mincher@sfdph.org">amy.mincher@sfdph.org</a> or <a href="mailto:jocelyn.romero-toloafa@sfdph.org">jocelyn.romero-toloafa@sfdph.org</a>   |
| Nursing    | Amy Mincher/Jocelyn Romero-Toloafa | (Use email) | Bldg 25, H7007    | 6     | 1 computer, 1 printer, 1 phone. Contact to reserve room by email only: <a href="mailto:amy.mincher@sfdph.org">amy.mincher@sfdph.org</a> or <a href="mailto:jocelyn.romero-toloafa@sfdph.org">jocelyn.romero-toloafa@sfdph.org</a>                                    |
| Nursing    | Amy Mincher/Jocelyn Romero-Toloafa | (Use email) | Bldg 25, H7124    | 20    | 2 monitors, polycom. H7124-H7126 can fit up to 60 people combined. Contact to reserve room by email only: <a href="mailto:amy.mincher@sfdph.org">amy.mincher@sfdph.org</a> or <a href="mailto:jocelyn.romero-toloafa@sfdph.org">jocelyn.romero-toloafa@sfdph.org</a> |
| Nursing    | Amy Mincher/Jocelyn Romero-Toloafa | (Use email) | Bldg 25, H7125    | 20    | 2 monitors, polycom. H7124-H7126 can fit up to 60 people combined. Contact to reserve room by email only: <a href="mailto:amy.mincher@sfdph.org">amy.mincher@sfdph.org</a> or <a href="mailto:jocelyn.romero-toloafa@sfdph.org">jocelyn.romero-toloafa@sfdph.org</a> |
| Nursing    | Amy Mincher/Jocelyn Romero-Toloafa | (Use email) | Bldg 25, H7126    | 20    | 2 monitors, polycom. H7124-H7126 can fit up to 60 people combined. Contact to reserve room by email only: <a href="mailto:amy.mincher@sfdph.org">amy.mincher@sfdph.org</a> or <a href="mailto:jocelyn.romero-toloafa@sfdph.org">jocelyn.romero-toloafa@sfdph.org</a> |
| OB/GYN     | George Louis                       | 206-5106    | 6D12              | 15-20 | Projector screen. On a locked unit with protocol for you to provide entry for meeting attendees; Dept. reserves bumping rights; Contact by email only ( <a href="mailto:george.louis@ucsf.edu">george.louis@ucsf.edu</a> ) to reserve 8:00-5:00PM                    |
| OB/GYN     | George Louis                       | 206-5106    | 6D10              | 8-12  | Projector screen. On a locked unit with protocol for you to provide entry for meeting attendees; Dept. reserves bumping rights; Contact by email only ( <a href="mailto:george.louis@ucsf.edu">george.louis@ucsf.edu</a> ) to reserve 8:00-5:00PM                    |
| OTI        | Whitney Milyard                    | 206-4532    | Bldg 9, 2nd Floor | 30    | Buzz in to enter   |
| Pediatrics | Jesse Garcia                       | 206-8361    | 6A25              | 15-20 | Projector in room. Available after 1:00 PM - 5:00PM M-F  |

|               |            |             |                             |                      |   |
|---------------|------------|-------------|-----------------------------|----------------------|---|
| Pyschiatry    | Front Desk | 206-8426    | 7M30A & B                   | A= 15-20<br>B+ 20-25 | Computer/monitors and polycoms in both rooms. Rooms Can Be Combined<br><br>Contact by phone to reserve 8:00 - 5:00PM  |
| Psychiatry    | Front Desk | 206-8426    | 7M27                        | 10-12                | Projectors available; ask when booking. Contact by phone to reserve 8:00 - 5:00PM; Some after hours may be available  |
| Psychiatry    | Front Desk | 206-8426    | 7E2                         | 35                   | Projectors available; ask when booking. Contact by phone to reserve 8:00 - 5:00PM; Some after hours may be available  |
| Psychiatry    | Front Desk | 206-8426    | 7E12                        | 45                   | Computer/monitors and polycoms in both rooms. Contact bt phone to reserve 8:00AM - 5:PM   |
| Qual. Mgmt/HR | HR Staff   | (Use email) | CHN HQ, Rm 2001, 2002, 2003 | 35                   | Contact to reserve room by email only: <a href="mailto:sfdph.hr@sfdph.org">sfdph.hr@sfdph.org</a><br><br>2001: max capacity 32, 3 whiteboards, 1 TV, 1 projector screen<br><br>2002: max capacity 34, 1 whiteboard, 1 TV, 1 projector screen<br><br>2003: max capacity 32, 1 whiteboard, 1 TV, 1 projector screen |
| Qual. Mgmt/HR | HR Staff   | (Use email) | CHN HQ, Rm 2014             | n/a                  | Contact to reserve room by email only: <a href="mailto:sfdph.hr@sfdph.org">sfdph.hr@sfdph.org</a>   |
| Qual. Mgmt    | Staff      | 206-5125    | Building 20, Rm 2301        | 10                   | Contact by phone to reserve. 8:00 - 5:00PM  |