

Synapse Guidelines

The **Synapse** is located on the Garden Level of the Spencer S. Eccles Health Sciences Library (EHSL). It has conference rooms, offices, lounging areas, and a small kitchenette. In addition, there are five bays for group work; each bay offers cable hook-up to a large display monitor, internet connection, and mobile dividing white boards.

Reservation Policies

- The group work bays are usually first-come, first-serve.
- The remaining Synapse is available to the Center for Medical Innovation, EHSL, and their partners. These units can schedule events more than 24 hours in advance anywhere within the Synapse through approval by <http://bit.ly/synapse-reservations>.

Available Technology and Equipment

- On-call IT support is available during normal working hours (Monday-Friday, 7:00 a.m.-6:00p.m.). Paid IT support is available after-hours and on weekends at a rate of \$50.00/hour, 1 hour minimum.
- Group work bays and lecture hall (Room 25):
 - 6 wall-mounted display panels with HDMI hook-ups
 - All display panels can show the same material by using the Master HDMI port
 - Set large monitors' input source to "Master"
 - Set smaller monitors' input source to "DVI-D"
 - Adaptors and cables are available for check-out at the Front Desk
- Conference rooms:
 - A smart-board is available in Room 29/30
 - Room 29/30 can be divided in half with a moving wall. Please contact the Front Desk if you would like the room divided. Do not try to move it yourself- a key is required.
- WiFi: UGuest or UConnect
- Laptops, tablets, adaptors, dry erase markers, and cables are available for check out at the Front Desk.
- HSEB Help Desk: 801-583-3522; EHSL: 801-581-5534 or 866-581-5534

Expectations

- Food and beverages are allowed in the Synapse, but please clean up and use proper disposal options!
 - There are several trash cans and recycling bins in the Synapse area.
 - A large dumpster is available to the right of the Garden Level west entrance doors by the loading dock (behind the short brick wall).
 - Recycling cans are available to the left of the Garden Level's west entrance doors.
- Furniture and equipment set up and take down is your responsibility.

- Please wipe off your deliberations on the glass walls and white boards. (Pro tip- Take a picture of your writing, drawing, etc. first)
- Facilities are reserved in the order in which the requests are received. EHSL reserves the right not to grant a request and to either reassign or cancel reservations based on priority needs.
- The event planner is held financially responsible for any special clean-up, maintenance, or repair resulting from the event.
- EHSL is not responsible for any lost, stolen, or damaged property belonging to those using the Synapse.

Parking

- Before 6:00pm, there are metered parking spaces on the west side of the Library and visitor parking at the Health Sciences Parking Center.
- After 6:00pm and weekends, all non-reserved parking spaces are available.
- For other parking options, view the university map at <http://www.map.utah.edu/>.

Normal Configuration

- Room 25- 6 bays with 4 tables and 8 chairs at each bay; bays are divided by mobile white boards
- Room 27- 1 table, 5 chairs
- Room 29/30- 8 tables, 18 chairs, 2 mobile white boards, 1 smart board

Questions

- Phone: 801-581-5534 or 866-581-5534

Normal Synapse Configuration

