## Porter Drive

### Conference Rooms

<table>
<thead>
<tr>
<th>Building</th>
<th>Classroom (60+)</th>
<th>Large (20+)</th>
<th>Medium (8+)</th>
<th>Small (4-8)</th>
<th>Phone Rooms (2-4)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3172 Porter</td>
<td>0</td>
<td>2</td>
<td>6</td>
<td>15</td>
<td>10</td>
<td>33</td>
</tr>
<tr>
<td>3155 Porter</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>3165 Porter</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>1651 Page Mill</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1</strong></td>
<td><strong>6</strong></td>
<td><strong>11</strong></td>
<td><strong>18</strong></td>
<td><strong>10</strong></td>
<td><strong>46</strong></td>
</tr>
</tbody>
</table>
Conference Rooms

• Access to SU Conference Rooms pending evaluation: 3160 (All Hands Room – 150 seats) and 3145 (6 Rooms)

• Scheduling
  – Porter Drive Website to list all available rooms, capacity and A/V capabilities
  – Consider utilizing Zimbra for scheduling
    • Network of administrative assistants to assist with scheduling
  – Envision that most will be shared rooms that are open for scheduling by occupants of all three buildings
  – Some rooms will specify a group that has priority for scheduling
  – “Phone Rooms” will be first come, first served
Audio Visual Capabilities

There is a need for two types of AV connectivity.

• Small conference rooms:
  – Display – projector or LCD
  – Control system – SP or AMX (centrally controlled/monitored)
  – Audio conferencing
  – Computer connections
  – Expect that Web Ex/Med Meeting to be used for video conferencing

• Large and Medium Communication Hub / Video Conference rooms:
  – Display – projector or LCD
  – Control system – SP or AMX (centrally controlled/monitored)
  – Audio conferencing
  – Computer connections
  – Video conference – integrated with the display and control system
    • Bi-directional and ability to link to multiple sites at once
  – Some rooms need PACS connectivity for Radiology
Support

• Need shared support to ensure AV equipment is fully operational.
  o A single support phone number between hours XX:XX – XX:XX
  o Weekly walkthroughs of all spaces
  o Quarterly maintenance of all spaces
  o Standard technology refresh cycle
  o Remote troubleshooting/support of spaces
  o Ability to schedule support for specific meetings
  o Cost for support – how covered?

• Technology cross-training
  – Provide periodic user training in using the higher end rooms.
IT

• Connectivity
  – City of Palo Alto fiber (10Gb/sec)
  – Stanford University ITS has agreed to provide long-term fiber infrastructure to programs and buildings

• Infrastructure
  – Managed by each user group to meet needs in current plans

• Wireless
  – Wireless access to be available throughout all buildings

• Desktop Support
  – To be managed by each department independently/investigating options for IRT support
  – IRT to support occupants of 3172

• Servers
  – Utilize centrally managed server facilities
  – Space allocated in 3165 and 3155 for programs requiring on site servers for their research (fee associated)
    • Review with IRT how to be allocated

• Cell Phones
  – Investigating whether or not repeaters are needed to assure connectivity for all carriers