

EROS INSTRUCTION NO. 042

Title: EROS process for scheduling meetings

Effective Date: June 5, 2006

Responsible Official: Chief, Engineering and IT Security

Summary: This instruction establishes policy and procedures for general scheduling of meetings and conference rooms.

Scope: Center-wide

Instruction:

A. Roles and Responsibilities

Administrative support staff has the primary responsibility for creating meetings, however all employees may schedule meetings with any government or contract staff.

B. Procedures

1. General Usage

When using the electronic scheduler, a busy search must be done to avoid creating conflicts in the attendees' schedule and conference room.

The resource database of the electronic scheduler includes a description of the contents of the conference rooms; for example, capacity, equipment, restrictions, etc.

When scheduling a meeting you must cc the organizational calendars of all attendees. The organizational calendar for each employee is listed in the on-line employee directory, as well as the hardcopy phone books that are distributed quarterly.

The subject line of the meeting **must** contain the subject, followed by the uppercase initials of all attendees. The first set of initials should represent the individual calling the meeting. Following this should be the lowercase initials of the person setting up the meeting. (Note these items should be separated by a slash). For example, "Weekly Staff Meeting/JH,NJ,ED,KI,DS/jap". If there are a large number of attendees, it is permissible to show the initials of the person calling the meeting followed by the notation "attendees listed in 'To' field".

Administrative support staff must schedule meetings from their "Organizational Calendar" when scheduling meeting for the individuals they support.

If a meeting is canceled, it is the responsibility of the scheduler to cancel the appointment. If the meeting is cancelled or changed in any way on the day of the meeting, direct contact should be made with all attendees alerting them of this change.

Be courteous to other users. Begin and end meetings on schedule. At the completion of meetings, attendees should prepare the conference room for the next meeting by returning chairs to their proper location, removing materials left on tables, cleaning the food/beverage serving area, etc.

C. Deliverables/Results

Implementation of the established policy and procedures contained herein should enable users to be self-supporting in scheduling and use of EROS conference rooms, furnishings, and computer projection equipment.

Review Date: This instruction will be reviewed by the Responsible Official within 1 year of the effective date. If a reissued or revised instruction is not issued at that time, this instruction will be terminated.

Attachment:

/s/ R. J. Thompson

6/6/06

R. J. Thompson
Director, EROS

Date

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