

## Scheduling Protocol for the Media Center for the Future Research Facility

The Media Center for the Future Research Facility was created to support research focused on the design, production, and testing of multimedia messages and to help ensure successful proposals. This scheduling protocol applies to use of the research theater and focus group room. The scheduling protocol is as follows:

Ranking	Function
1	Extramurally-funded research projects by CC&IS faculty
2	Research projects by CC&IS faculty that are likely to lead to extramural funding
3	Research projects by CC&IS faculty
4	Research projects by CC&IS graduate students
5	Research projects by CC&IS undergraduate students
6	Research projects by other UK faculty
7	Research projects by other UK graduate students

**Scheduling:** Faculty should contact the CCIS Associate Dean for Research (ADR) to schedule use of the research facilities. At least two weeks notice should be given. In cases where a higher ranking function conflicts with an already scheduled lower ranking function, the ADR will negotiate with the investigators to find a scheduling solution. In case of scheduling conflicts between projects of equal ranking, priority will be given to those who have given more notice. A calendar of scheduled functions will be maintained by the ADR. In the case of undergraduate research projects, a faculty supervisor or his/her designee (e.g., graduate assistant) must supervise the conduct of the project.

Eventually, capacity for video-conferencing may be in place in the theater. When that capacity is realized, the following scheduling protocol will be operative:

Ranking	Function
1	Extramurally-funded research projects by CC&IS faculty
2	Research projects by CC&IS faculty that are likely to lead to extramural funding
3	Research projects by CC&IS faculty
4	Video-conferencing for CC&IS faculty in relation to funded research (e.g., with NIH funding agencies; disseminating research results)
5	Research projects by CC&IS graduate students
6	Research projects by CC&IS undergraduate students
7	Video-conferencing for CC&IS faculty for other purposes (e.g., networking with industry groups)
8	Research projects by other UK faculty
9	Research projects by other UK graduate students

Focus Group Room: It is recognized that the focus group room can function as a general meeting space. Meetings are the lowest priority for this research facility and will be accommodated only when 1) other meeting spaces in the Grehan Building are unavailable, and 2) the focus group facility is not reserved for a research-related function.

Theater: It is recognized that the theater can function as a presentation room. Presentations are the lowest priority for this research facility and will be accommodated only when 1) other presentation spaces in the Grehan Building are unavailable, and 2) the theater is not reserved for a research-related function. Under no circumstances will the theater be used for regularly scheduled undergraduate or graduate classes.

Safety and Security: Users of the theater and focus group room are responsible for safety and security while using the facilities.