

**STATEMENT 1.3.11 – Room Bookings**  
**Undergraduate Medical Education**

**Date of last review:** February, 2014

**Date of next scheduled review:** May 2018

**I. PURPOSE**

Students in the MD Program at the Schulich School of Medicine & Dentistry at Western University require space for non-curricular small group learning and discussion held throughout the academic year.

Students are responsible for the state of room while in use to them.

This document outlines the process for accommodating these requirements.

**II. STATEMENT**

- 1.0 Students wishing to book a room on campus in London and/or Windsor can do so at <http://www.uwomeds.com>
  - 1.1 Log in using uwomeds account
  - 1.2 Click the "Events" tab
  - 1.3 Select "Room Booking" from the list
- 2.0 There is a schedule to check room availability at:  
[http://www.schulich.uwo.ca/verc/room\\_schedules/index.html](http://www.schulich.uwo.ca/verc/room_schedules/index.html)
- 3.0 To avoid duplicate bookings, the host or presenting site should make the request.