CCPH ROOMS & AUDIO/VISUAL DESCRIPTIONS

Columbia Community Partnership for Health (CCPH) has several rooms of varying size and purpose to accommodate a range of health activities. CCPH staff can assist you in identifying the best room for your needs. For pictures of each room, visit our website.

ROOM DESCRIPTIONS

Rooms can be reserved individually or together for a large activity. If reserving together, the maximum capacity of CCPH is 55 people at one time.

ROOM	DESCRIPTION	CAPACITY	FIXED A/V CAPABILITIES
Computer Lab	Public desktop computers are available for research, classes, or other health education activities. Four desktop computer stations can be combined with an additional six laptop stations to accommodate a larger group.	Desktop Computers: 4 W/Laptop Computers: 10	Desktop Computers
Conference Room	This flexible room can be utilized to hold focus groups, presentations, lectures, meetings, workshops, trainings and similar events. It can also be partitioned into two rooms.	Rectangular Seating: 16 Conference Seating: 20 Classroom Seating: 16 Theater Seating: 32	Overhead Projector/Screen Laptop Input Wall Speakers Telephone with Speaker Two-Way Mirror Podium
Exam Room	Arranged as a clinical exam room with an exam table, a small sink, scale, and blood pressure machine, this room can also be used for one-on-one interviews, trainings, or small meetings and focus groups. This room is also equipped with a computer station.	Conference Seating: 6	Desktop Computer Telephone with Speaker
Interview/ Consultation Room	This room is best suited for interviews, consultations, or small meetings, and is equipped with a computer station.	Round Table Seating: 4	Desktop Computer Telephone with Speaker
Waiting Room/ Reading Lounge*	A welcoming entry space that serves as a reception area, waiting room, and reading lounge. It can also accommodate small health education lectures and activities.	Conference seating: 8 Classroom Seating: 8 Theater Seating: 20	Flat Screen TV DVD PC Input

*Available on a limited basis only.

AUDIO/VISUAL EQUIPMENT

CCPH offers a variety of audio/visual equipment for use during in-house activities. Meeting rooms are equipped with different technology, including computer stations, PC inputs, and an overhead projector and screen. Other portable equipment is available on a first-come, first-served basis. Equipment may be requested at the time of room reservation.

AUDIO RECORDERS AND MICROPHONES

USB digital voice recorders with low profile plug-in microphones are available to record focus groups, one-one-one interviews, presentations or other activities where the audio quality needs to be preserved. USB connectivity facilitates the transfer of audio file(s) to a computer.

INTERNET AND WI-FI

If internet access is required as part of your activity, CCPH staff will arrange internet access using our laptops. If you prefer to use your own laptop to access the internet, it should be registered with the CUMC network. Please schedule sufficient time for registering a computer with CUMC, as this process can take several days. Contact us for more information on how to register a laptop.

Wireless network access is available for guests at no cost. However, CCPH staff does not provide support on any outside wireless device.

LAPTOP AND DESKTOP COMPUTERS

The CCPH Computer Lab desktop computers (4) and laptops (6) are equipped with the latest versions of Internet Explorer, Mozilla Firefox, Google Chrome, and Microsoft Office 2010. Please call us if you have questions about specific programs installed.

Multiple laptops may be reserved for activities that require participants to use computers simultaneously. The CCPH computer lab may be combined with laptop stations for an activity with up to ten participants.

Note: CCPH computers erase all data saved to the hard drive when restarted. To save data on any CCPH computer, a USB drive is required. CCPH does not provide USB drives. Please save your work frequently to your own storage media, to avoid loss if a computer must restart.

PROJECTORS

In addition to a fixed overhead projector in the conference room, a portable tabletop projector is available for use in any room.

TWO-WAY MIRROR

A two-way mirror is available in the conference room for observational research.

I.T. SUPPORT

CCPH staff is available for setup and initial guidance in using A/V equipment. Users are responsible for proper handling of equipment and will be held responsible for any damage caused by negligent use.

Accelerating Discoveries Toward Better Health