

Central Meeting Rooms FHML

Within FHML, several central meeting rooms have been created to meet the need for suitable meeting spaces for general use. These rooms are available to staff members and can be easily reserved. They provide a professional environment for meetings, discussions, and other gatherings.

Booking a central meeting room

Meeting rooms can be booked directly via the Outlook calendar. Users can check availability through the calendar and add the desired room to their meeting request for reservation. A uniform room naming convention in Outlook has been implemented.

Example:

- meet-uns40-6538-18p@maastrichtuniversity.nl

The final approval of reservation requests and related checks are handled by the designated secretariat (see Appendix 1). In case of double bookings or inefficient use of space in terms of capacity and number of participants, the FHML Faculty Office Secretariat may contact users and assign another central meeting room. Users can also contact the FHML Faculty Office Secretariat for more information about the central meeting rooms: secr-facburfhml@maastrichtuniversity.nl

The person who submits the reservation request is also responsible for compliance with the house rules during use.

Key collection for central meeting rooms

Keys for the central meeting rooms within FHML can be collected at the reception desk of the respective building. The reception also serves as the contact point for reporting malfunctions or defects. The receptionist will forward these reports to the FHML Faculty Office Secretariat.

AV equipment – furniture

Instructions for the available AV equipment can be found in the meeting rooms.

In case of technical issues with audiovisual equipment in the central meeting rooms, the FHML Faculty Office Secretariat can be contacted. The secretariat will check whether an alternative room is available. FHML ICT Support will also be informed to resolve the issue as quickly as possible.

The nature of the malfunction, as well as staff availability, may affect the time required to fix the issue.

Malfunctions or support requests can be reported to the reception of the respective building or to the FHML Faculty Office Secretariat.

The AV equipment in UNS60 M5.01 is currently managed by LO-EDUC.

Defects and/or questions regarding the furniture can also be reported to the FHML Faculty Office Secretariat:

- E: secr-facbur-fhml@maastrichtuniversity.nl
- T: 31 (0)43-3885556

Annex 1. Central Meeting Rooms FHML

The following meeting rooms will fall under the central meeting room system within FHML as of January 1, 2025:

Building	Central Meeting Room FHML	Reservation	Key Issuance	AV Equipment Issues	Furniture, Layout, Other
UNS40	UNS40 6.538 – 18 persons Minimum 12 persons	FHML Faculty Office Secretariat secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556	UNS40 Reception	FHML-ICT Support via FHML Faculty Office Secretariat secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556	HSB via FHML Faculty Office Secretariat secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556
UNS50	UNS50 6.206 – 45 persons Minimum 20 persons MS Teams room Not wheelchair accessible (stairs)	FHML Faculty Office Secretariat secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556	UNS50 Reception	FHML-ICT Support via FHML Faculty Office Secretariat secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556	HSB via FHML Faculty Office Secretariat secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556
DEB1	DEB1 A0.011a – 18 persons + 6 extra seats on the second tier Minimum 8 persons	Department Secretariats DEB1 FHML Faculty Office Secretariat secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556	DEB1 Reception	FHML-ICT Support via FHML Faculty Office Secretariat secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556	HSB via FHML Faculty Office Secretariat secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556
UNS60	UNS60 M5.01 – 32 persons + 12 extra seats on the second tier Minimum 20 persons	FHML Education Office onderwijsbalie-fhml@maastrichtuniversity.nl 043 388 5655 FHML Faculty Office Secretariat secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556	UNS60 Reception	LO-EDUC (until the room is renovated and equipped with new AV equipment) via secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556	HSB via FHML Faculty Office Secretariat secr-facbur-fhml@maastrichtuniversity.nl 043 388 5556

Appendix 2. House Rules, Malfunctions, and Complaints — Central Meeting Rooms FHML

Central meeting rooms FHML: house rules, malfunctions, and complaints

Reservations and/or changes

Reservations and/or changes can be made by users themselves via the Outlook calendar of the respective room. The availability of the room can also be viewed there. The room can be found under the contacts in Outlook. Follow the examples below and adjust them according to the specific room:

- meet-uns40-6538-18p@maastrichtuniversity.nl

If assistance is required with making or changing a reservation, the Secretariat of the FHML Faculty Office can be contacted via:

- E: secr-facbur-fhml@maastrichtuniversity.nl
- T: +31 (0)43 3885556

Key collection — central meeting rooms

The keys for the central meeting rooms within FHML can be collected from the reception desk of the respective building.

AV equipment – furniture

Instructions for the available AV equipment can be found in the room.

Malfunctions or requests for support can be reported to the reception desk of the respective building or to the Secretariat of the FHML Faculty Office.

Defects and/or questions concerning the available furniture can also be reported to the Secretariat of the FHML Faculty Office:

- E: secr-facbur-fhml@maastrichtuniversity.nl
- T: +31 (0)43 3885556

House rules

- When leaving the room, please ensure it is left tidy:
- Return chairs and tables to their original positions
- Turn off and return AV equipment
- Erase any notes on whiteboard(s)
- Place catering items outside the room
- Close windows and doors
- Switch off lights
- Return the key to where it was collected

Please minimize noise disturbance in and around the meeting room before, during, and after meetings.

In case of emergencies

1333 Teams

Teams: 043-3875566 (mobile) phone



UNS40 6.538 – 18 persons (minimum 12 persons)

Reservations and/or changes

Reservations and/or changes can be made by users themselves via the Outlook calendar of the respective room. The availability of the room can also be viewed there.

The room can be found under Contacts in Outlook.

Follow the examples below and adjust based on the respective room:

- meet-uns40-6538-18p@maastrichtuniversity.nl

The meeting room can be accessed via stairs or elevator.

If assistance is needed with making or changing a reservation, the Faculty Office Secretariat of FHML can be contacted via:

- E: secr-facbur-fhml@maastrichtuniversity.nl
- T: +31 (0)43-3885556

Key collection – central meeting rooms

The keys for the central meeting rooms within FHML can be collected at the reception of the respective building.

AV equipment – furniture

Instructions for the available AV equipment are provided in the room.

Malfunctions or requests for support can be reported to the reception of the respective building or to the FHML Faculty Office Secretariat.

Defects and/or questions about the available furniture can also be reported to the FHML Faculty Office Secretariat:

- E: secr-facbur-fhml@maastrichtuniversity.nl
- T: +31 (0)43-3885556

House rules

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In case of emergencies

1333 Teams

Teams: 043-3875566 (mobile) phone



UNS50 6.206 – 45 persons (minimum 20 persons)

MS Teams room

Not wheelchair accessible (stairs)

Reservations and/or changes

Reservations and/or changes can be made by users themselves via the Outlook calendar of the respective room. The availability of the room can also be viewed. The room can be found in Outlook under Contacts. Follow the examples below and adjust them based on the respective room:

- meet-uns50-6206-45p@maastrichtuniversity.nl

The meeting room is only accessible by stairs. If assistance is needed with booking or making changes, the FHML Faculty Office secretariat can be contacted via:

- E: secr-facbur-fhml@maastrichtuniversity.nl
- T: +31 (0)43-3885556

Key collection for central meeting rooms

Keys for the central meeting rooms within FHML can be collected at the reception of the respective building.

AV equipment – furniture

Instructions for the available AV equipment are present in the room. Malfunctions or support requests can be reported to the reception of the respective building or to the FHML Faculty Office secretariat. Defects and/or questions regarding the available furniture can also be reported to the FHML Faculty Office secretariat:

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- T: +31 (0)43-3885556

Use of crockery and dishwasher

Limited crockery is available in the pantry. If users make use of this, please place it in the dishwasher after use. Follow the instruction signs and leave the pantry tidy.

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Please minimize noise disturbance in and around the meeting room before, during, and after meetings.

In case of emergency:

1333 Teams

043-3875566 (mobile phone)



DEB1 A0.011a – 18 persons + 6 extra seats on the second tier (minimum 8 persons)

Reservations and/or changes

Reservations and/or changes can be made by users themselves via the Outlook calendar of the respective room. The room's availability can also be viewed. The room can be found under contacts in Outlook. Follow the examples below and adapt them according to the respective room:

- Verg-DEB1-A0.011A@maastrichtuniversity.nl

The meeting room is accessible by stairs and/or elevator. If assistance is needed with reservations or changes, the FHML faculty office secretariat can be contacted via:

- E: secr-facbur-fhml@maastrichtuniversity.nl
- T: +31 (0)43-3885556

Key collection for central meeting rooms

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In case of emergency:

1333 Teams

043-3875566 (mobile phone)



UNS60 M5.01 – 32 people + 12 extra seats on the second tier (minimum 20 people)

Reservations and/or changes

Reservations and/or changes can be made by the users themselves via the Outlook calendar of the respective room. The room's availability can also be viewed. The room can be found under contacts in Outlook. Follow the examples below and adjust them according to the relevant room:

- meet-uns60-m501-44p@maastrichtuniversity.nl

The meeting room is accessible by stairs and/or elevator. If assistance is needed for making a reservation or making changes, the FHML Faculty Office Secretariat can be contacted via:

- E: secr-facbur-fhml@maastrichtuniversity.nl
- T: +31 (0)43-3885556

Key collection for central meeting rooms

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