

**VUMC STRATEGY AND INNOVATION
COLLABORATION SPACE RESERVATION GUIDE**

Welcome to the Collaboration Space! Please take a minute to read through our guide. Don't hesitate to reach out with any questions or concerns you have. We can't wait to have you in our space!

Adriana Gaitan

Collaboration Space Manager

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Responsibilities for a reservation

	Strategy and Innovation	Client
Before event	<ul style="list-style-type: none"> Onsite contact: Adriana Gaitan unless otherwise noted. Set up space/breakouts Set up any A/V before event 	<ul style="list-style-type: none"> Assign a point of contact Decide set up of space
During event	<ul style="list-style-type: none"> Answer any A/V questions/help with any issues If there are virtual participants, we will pull up the Teams invite on computer in the Radiant Room. Snacks and refreshments * Parking validation cards * 	<ul style="list-style-type: none"> Catering (we can give you options for catering companies) Oversee all presentations/slides. If you have virtual participants, you create the Teams invite for participants. You are also in charge of Teams during event.
After event	<ul style="list-style-type: none"> Clean up space/put away refreshments & snacks 	<ul style="list-style-type: none"> Wipe down whiteboards if used during event

Expenses

There is no charge for the reservation. In some cases, there are charges for parking and snacks & refreshments. We will notify you if that is applicable, there are charges anytime an event requires heat and air outside of 6 am – 6 pm M-F.

Furniture and Equipment

In our plenary and breakout spaces, we have white boards,

Up to 5 large screens, and one laptop can be placed in any area.

In our plenary space only, microphones, speakers, and setup for virtual attendance.

Supplies

The following are available for your use: Sharpies, pens, pencils, highlighters, post its, printer paper, scissors, staplers, tape and index cards.

Virtual Attendees

There is one space equipped for hybrid participation. It has a laptop ready for MS Teams with whole-room microphones and speakers, with two (2) ceiling cameras.

Let the us know if you are having virtual attendees before the event.

You will need to set up a Teams link for the attendees, log into the computer and drive the virtual meeting.

Parking Instructions/Directions:

Address:

3401 West End Ave
Suite 290
Nashville, TN 37203

Directions:

- Visitors will need to park in the 3401 Parking Garage on Acklen Ave. (This is the visitor's parking garage). ([click here for map](#))

The front entrance on West End is not accessible to visitors.

- Once you enter the garage, take a ticket from the ticket machine.
- Enter the building and take the elevator to 2nd floor.
- Guests will be given parking validation cards upon arrival.
- When visitors leave the garage, they'll scan the parking ticket first, then the validation card.



VUMC Shuttle: The shuttle drops off at the back of 3401 West End Building, next to the parking garage. You can see the 3401 West End Ave shuttle bus schedule below.

[Crystal-Terrace-Route-3401-W-End.pdf \(vumc.org\)](#)

Furniture Layouts

Radiant Room:

- There are 2 ways of how we set up the Radiant Room: tables or auditorium style.
- The most common style is with tables. If tables aren't needed (or if there are more than 65 guests attending) then we will set up the space in an auditorium style.
- We only have round tables.
- There will be a podium, extra laptop and a presentation clicker at the front.

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Breakouts:

We have whiteboards and a stack of chairs in every breakout. We can add a monitor if you need it.



Please let me know if you would like to tour the space before your event.

Other helpful information to know:

- Strategy and Innovation hours: 7:00am – 5:00pm
- Maximum occupancy at Suite 290: 100 people total
- Our space has a lactation room. The we can show you where it is when you arrive.
- If you are having food delivered, tell the delivery driver to drop off at Suite 290. They can park at our loading dock that is in the front of the building. There is a sign that says 3401 West End Service Entrance.
- Alcohol: All events with alcohol must first be approved in accordance with VUMC Policy on [Alcoholic Beverages](#). For any amount of alcohol, you need an ABC licensed server. If you want food and bar service from the same place, we recommend Flavor Catering. You will need to provide the alcohol for them to serve.
- Inclement weather: The space will be available for any reservation provided one Strategy and Innovation team member can safely arrive and depart that day. When the Medical Center is on Yellow Alert Standby or greater for Inclement Weather, we will provide additional guidance on when we need decisions on cancellations made.

About VUMC Strategy and Innovation Office

The [Strategy and Innovation Office](#) supports VUMC teams in delivering on the Strategic Directions of the medical center. We do this by helping them make sense of complex situations and craft a strategic response. When the situation is complex, the journey to make sense and respond is daunting, or the work needs to be done fast. We make the complex or daunting understandable and manageable while accelerating and amplifying collaboration.

In addition to our collaboration space, we provide VUMC directors and executives professional services such as workshops and advice at no charge. For more information about these services and how to request them, please visit our website at www.vumc.org/strategyandinnovation/.