

Interactive Learning Center (ILC) Policies and Guidelines

- The Interactive Learning Center (ILC) is on the third floor of the Health Sciences Learning Center (HSLC) and consists of four distinct quadrants (3110 A-D) that can be used separately or in concert with adjoining quadrants.
- The ILC is not intended as a lecture or reception space. It does not have terraced seating like a lecture hall and there are limitations to sight-lines and acoustics for large groups. It is intended to be used for learner to learner, interactive teaching.
- Reserve the smallest space necessary given the number of learners and facilitators:
 - o Quadrants A and C each seat 48 learners (8 tables with 6 chairs)
 - o Quadrants B and D each seat 72 learners (12 tables with 6 chairs)
 - o An additional 48 chairs are available that can be added to seat tables of 7-8, for a maximum of 288 seats in combined quadrants
- Your reservation should clearly indicate the following:
 - o The number of requested quadrants.
 - o The configuration of wall partitions (if using more than one quadrant). Quadrants can be used separately (with walls in place) or combined (walls removed to open up the space). Walls cannot be adjusted at the last moment or during an event, so indicating the correct configuration is required at least 24 hours ahead of time.
 - o The number of extra chairs, if needed. When requested, they can be found stacked on carts within the quadrant. Users of the space are responsible for placing chairs in the desired configuration.
 - o The layout of tables, if differing from the default. Tables are wired into the floor and their movement requires a reconfiguration plan at least one week in advance of the event.
- There are a variety of microphones available for simultaneous use in each quadrant, located by the computer – e.g. handheld, lavalier and catch-box.
- The dividers between quadrants are covered in dry-erase boards. There are markers and erasers in all of the quadrants.
- It is the responsibility of the users to clean up the space and return the room to its original state, which includes:
 - o Putting chairs and tables back into their original location
 - o Restacking extra chairs on their respective cart
 - o Erasing all white boards and placing markers/erasers back on the tray
 - o Throwing away trash
 - o Removing leftover food and catering refuse and wiping off tables and chairs
 - o pressing “Shutdown” on the touch-panel before you leave
- Any changes to the original reservation must be made at least 24 hours in advance.
- Failure to abide by these policies and guidelines when using the ILC space can result in a loss of future privileges to reserve the space and/or the department being charged for:
 - o Extra custodial staff and time for clean-up
 - o Staff time to move chairs and tables
 - o Damages
- All Questions and Communications should be directed to meoreservations@hslc.edu