



**MARQUETTE**  
UNIVERSITY

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**Athletic & Human Performance  
Research Center**

**HOW TO RESERVE A ROOM IN  
THE AHPRC RESEARCH SUITE –  
ROOM 125**

# How to Book a Room in the AHPRC Research Suite – Room 125

## RULES FOR ROOM BOOKING

- Priority is given to funded research projects
- Students asking to use a room must have a faculty supervisor attached to the request
- Without prior approval from AHPRC staff, room requests for dates more than 3-4 months in the future will not be granted
- Recurring bookings are generally not allowed except for AHPRC research groups; speak to AHPRC staff directly for a request of this nature
- Contact Mike Haischer, Research Lab Manager, at [michael.haischer@marquette.edu](mailto:michael.haischer@marquette.edu) with any questions

# How to Book a Room in the AHPRC Research Suite – Room 125

## ROOMS AVAILABLE FOR RESERVING

### AHPRC Assessment Lab 1

AH-Research-Lab1-125A



#### Features

- 902 Square Feet
- Exercise Equipment
- AED and First Aid Kit
- Gloves
- Sink and Counterspace
- Phone
- Whiteboard (Wall Mounted)
- Privacy Screen/Curtain

### AHPRC Assessment Lab 2

AH-Research-Lab2-125B



#### Features

- 1,107 Square Feet
- Exercise Equipment
- Exam Bed (Rolling, Adjustable)
- AED and First Aid Kit
- Gloves
- Sink and Counterspace
- Phone
- Whiteboard (Wall Mounted)
- Projector Screen
- Axis TV
- Privacy Screen/Curtain

# How to Book a Room in the AHPRC Research Suite – Room 125

## AHPRC Assessment Labs 1 and 2

AH-Research-Lab1-125A AH-Research-Lab2-125B

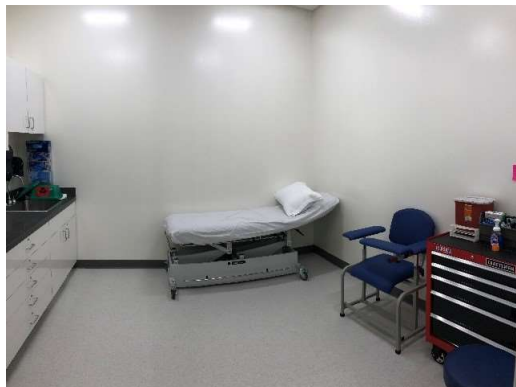


### Features

- 2,009 Square Feet
- Exercise Equipment
- Exam Bed (Rolling, Adjustable)
- Two AEDs
- Two First Aid Kits
- Gloves
- Two Sinks and Counterspace
- Two Phones
- Two Whiteboards (Wall Mounted)
- One Projector Screen
- One Axis TV
- Privacy Screen/Curtain
- Partition Available

## AHPRC Research Evaluation Room

AH-Research-EvalRoom-125D



### Features

- 132 Square Feet
- Suitable for several evaluators and one subject
- Exam Bed (Rolling, Adjustable)
- Blood Draw Chair
- Sink
- Refrigerated Centrifuge Available
- Biohazard Disposal Bin
- Gloves
- Spill Kit
- First Aid Kit

## AHPRC DEXA Room

AH-Research-DEXA-125E



### Features

- 180 Square Feet
- Suitable for one evaluator and one subject
- Hologic Horizon DXA Machine
- Stadiometer
- Scale
- Mirror
- Sink
- Phone

# How to Book a Room in the AHPRC Research Suite – Room 125

## AHPRC Human Performance Analytics

AH-Research-Analytics-125G



### Features

- 340 Square Feet
- Accommodates 16 people
- 4 Tables with 4 Chairs Each
- Outlet Plugs on Each Table
- Axis TV
- Whiteboard (Wall Mounted)
- Privacy Screen/Curtain

## AHPRC Conference Room

AH-Research-Conf-125M-HUB



### Features

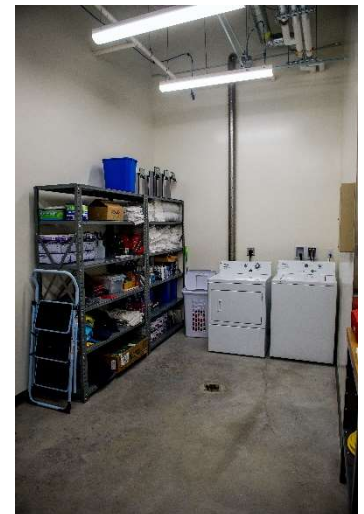
- 168 Square Feet
- Accommodates 6 people
- Conference Table with 6 Chairs
- Outlet Plugs on Table
- Axis TV (Coming Soon)
- Whiteboard (Wall Mounted)
- Privacy Screen/Curtain



# How to Book a Room in the AHPRC Research Suite – Room 125

## Other Amenities

- 4 parking spaces
- Wheelchair accessible
- Kitchenette with seating for 6 people, refrigerator, microwave, Keurig, coffee maker, sink, silverware, dishes, glasses, and mugs
- Storage room with printer and refrigerator for samples
- Common area with a couch and four desks
- Work room with a washer and dryer, centrifuge, tools, and workspace
- Linens available
- Inclusive bathroom and showers
- 9 keyed lockers
- Changing room

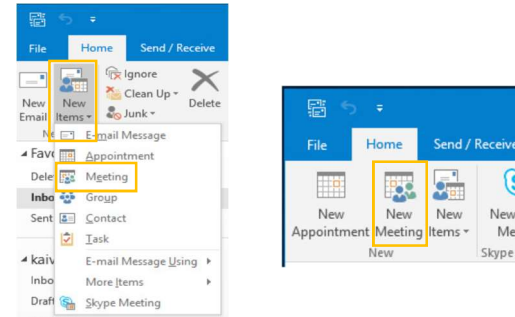


# How to Book a Room in the AHPRC Research Suite – Room 125

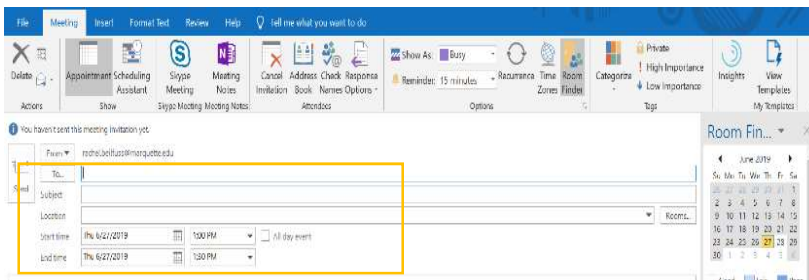
## ROOM RESERVATION USING PC DESKTOP OUTLOOK APP

### STEP 1: CREATE A NEW MEETING

- From the inbox HOME tab, select **NEW ITEMS** → **MEETING**
- From the calendar HOME tab, select **NEW MEETING** → **NEW MEETING**



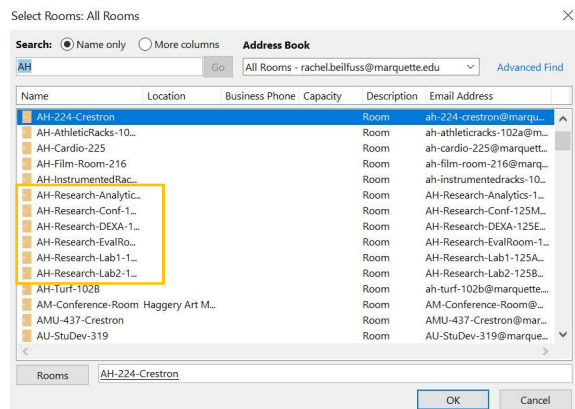
### Step 2: Add Details



- Add attendees in the **TO** box
- In the **SUBJECT** box, tell recipients what the meeting or event is about
- Adjust time and date as necessary

### Step 3: Select a Room

- Click on the **ROOMS** ICON and search **AHPRC**
- Choose from the following options: **AH-Research-Analytics-125G, AH-Research-Conf-125M-HUB, AH-Research-DEXA-125E, AH-Research-EvalRoom-125D, AH-Research-Lab1-125A, AH-Research-Lab2-125B**
- Click **OK**



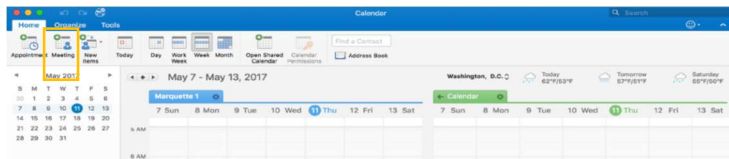
### Step 4: Create Event

- Once all information has been entered, send the invitation and wait for approval.

# How to Book a Room in the AHPRC Research Suite – Room 125

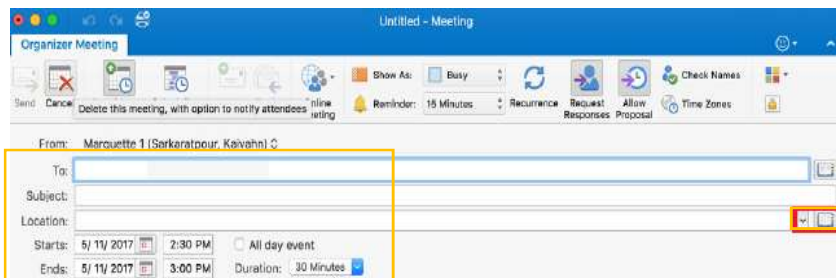
## ROOM RESERVATION USING MAC DESKTOP OUTLOOK APP

### Step 1: Create a New Meeting



• From the **calendar HOME** tab, select **MEETING**

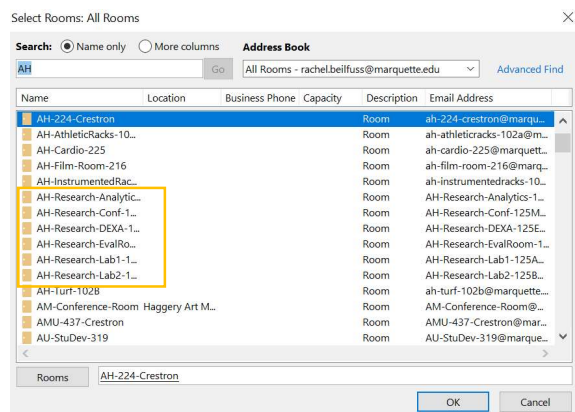
### Step 2: Add Details



- Add attendees in the **TO** box
- In the **SUBJECT** box, tell recipients what the meeting or event is about
- Adjust time and date as necessary

### Step 3: Select a Room

- Click on **OPEN BOOK ICON** and search **AHPRC**
- Choose from the following options: **AH-Research-Analytics-125G, AH-Research-Conf-125M-HUB, AH-Research-DEXA-125E, AH-Research-EvalRoom-125D, AH-Research-Lab1-125A, AH-Research-Lab2-125B**
- Click **OK**



### Step 4: Create Event

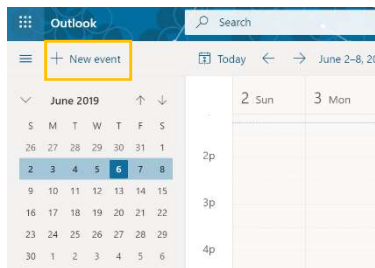
- Once all information has been entered, send the invitation and wait for approval.



# How to Book a Room in the AHPRC Research Suite – Room 125

## ROOM RESERVATION USING OUTLOOK WEB APP

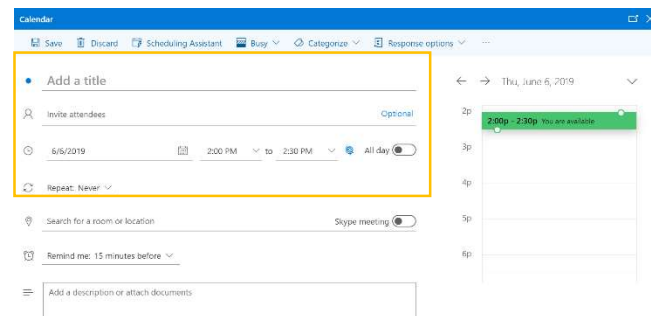
### Step 1: Create a New Meeting



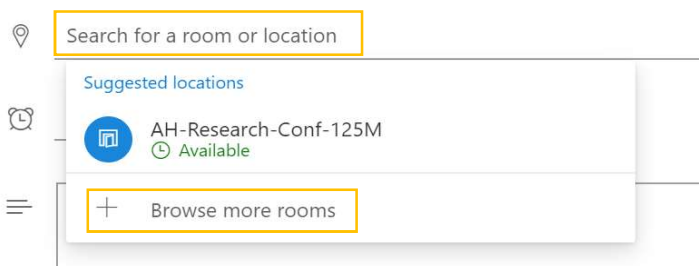
• From the CALENDAR app, select +NEW EVENT

### Step 2: Add Details

- Name the meeting or event, invite attendees, and choose a date and time for the event



### Step 3: Select a Room



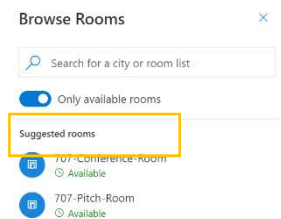
• Click on **SEARCH FOR A ROOM OR LOCATION** → **BROWSE MORE ROOMS**

• Choose from the following options: **AH-Research-Analytics-125G, AH-Research-Conf-125M-HUB, AH-Research-DEXA-125E,**

**AH-Research-EvalRoom-125D, AH-Research-Lab1-125A, AH-Research-Lab2-125B**

### Step 4: Scheduling Conflicts

- Select **ONLY AVAILABLE ROOMS**, and only open room options will be presented to you



### Step 5: Create Event

- Once all information has been entered, click **SAVE** in the upper left-hand corner and wait for approval