

## CTSI Training Center User Guidelines

The Miami Clinical & Translational Science Institute (CTSI) Research Training Center and conference rooms are available at no charge for internal training and education, research seminars and cross-collaborative activities related to clinical and translational research.

### RESERVATIONS

University of Miami departments who wish to use the training center must complete the online reservation request form: <https://redcap.miami.edu/surveys/?s=9MLH9TPK3W>  
Requests are reviewed on a first-come, first-served basis. **Submitting a reservation request does not guarantee approval.** You will receive a response within 2 business days. CTSI Services will send a calendar invitation once confirmed. First time users must schedule a brief equipment orientation with our staff.

### HOURS OF OPERATION

CTSI business hours are Monday–Friday 9:00am–5:00pm. Requests outside these hours are considered case-by-case.

### Meeting Host Access to CTSI Suite 710

- During Regular Hours (9AM – 5PM):
  - Before you event, please report to the security officer for elevator access to the 7th floor.
  - Upon arrival at Suite 710, ring the bell for entry, unlock the front door and secure it open for guest entry, as it will automatically lock upon closing.
- Before/After Regular Business Hours:
  - Meeting hosts must submit a "Security Guard Services" request with MSOM Facilities [online](#) **PRIOR** to the event for access to the 7th floor and CTSI suite. Include event name, date, time and detailed location - *Don Soffer Building, Miami CTSI, Suite 710* - in "Action Requested" field.
  - Before your event, please report to the security officer to escort you to the 7th floor and unlock the CTSI suite door.
  - Upon arrival at Suite 710, unlock the front door and secure it open for guest entry, as it will automatically lock upon closing.

### Guest Elevator Access

Guests must notify the lobby security officer for 7th floor elevator access.

### HOUSEKEEPING

Host is responsible for returning the Training Center room and surrounding spaces to their original condition otherwise they may be subject to cleaning or damage fees. When your event is done, please:

- Wipe tables (bring your own supplies)
- Dispose of all garbage and recycling in receptacles

## CTSI Training Center User Guidelines

- Remove ALL food and drink
- Return tables and chairs to original position
- Log off AV control panel
- Close all doors upon exiting

### FOOD & BEVERAGE

- If your event will have food and beverage, then you **MUST SUBMIT** a cleaning request through MSOM Facilities [online](#) PRIOR to the event.
  - Visit the link and select “facilities request.”
  - In the “action required” field, paste this language:
    - Cleaning request for CTSI Research Training Center & Commons Area to include emptying trash cans, wiping counter tops and vacuuming. Location: Don Soffer CRC, CTSI Suite 710. Date & Time: [\_\_\_\_\_]
  - Email work order number to [ctsiservices@med.miami.edu](mailto:ctsiservices@med.miami.edu)
- Hosts must be onsite to receive any catering.
- Dispose of all waste immediately after the event and remove any remaining food and drink.
- Wipe tables and counters if necessary, with your own supplies.

We very much appreciate your assistance in keeping the room clean and in good condition. Reasonable charges will be assessed for any damage to the room, its contents, and or failure to clean up after use and future reservations may be denied. **\*If anything is broken, please inform CTSI staff immediately.**

### CANCELLATIONS

Email [ctsiservices@med.miami.edu](mailto:ctsiservices@med.miami.edu) no later than 24 hours in advance of event. The CTSI reserves the right to cancel reservations that may conflict with sponsored programs. In such case, the CTSI will make every effort to assist hosts in locating a new event space.