



William A. Webber  
Medical Student & Alumni Centre

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### MSAC Vancouver Club Leader Orientation Package

Welcome to the Medical Student & Alumni Centre, better known as MSAC! MSAC’s amenities and activities help to reduce the fatigue, stress and burn-out that so often accompany the demands of the medical profession. MSAC encourages social and professional engagement by providing a place to share skills and insights in a supportive, and relaxed setting. Regular mentoring events personalize the profession, help to alleviate student concerns and prepare them for the challenges ahead. The centre also fosters the recreational, social and creative pursuits of its members, and we’re excited to work with you to help your club with whatever space needs it requires.

Here’s a brief guide on how to make the most of MSAC.

#### Bookings:

For MSAC VFMP: Check the online [calendar](#) for availability and submit your request through the [form](#). You will receive confirmation of your request in 1-3 business days.

Cancellation policy: If you need to cancel your booking, please email [msac.centre@ubc.ca](mailto:msac.centre@ubc.ca) as soon as possible, and preferably a minimum of 1 week before your event.

#### Videoconferencing:

Videoconferencing, or “VC”, allows you to share your event with participants in the distributed sites or other locations. It is highly recommended that you add VC to any suitable event, so your classmates at the distributed sites can participate. If you request VC for your event, you will be forwarded the conference details 2-5 days after your request and the conference details will be stored online on the MSAC calendar.

Typically students’ videoconference to:

Distributed Site	University Building (Ideal for 1 <sup>st</sup> and 2 <sup>nd</sup> years)	Hospital Building (ideal for 3 <sup>rd</sup> and 4 <sup>th</sup> years)
<b>IMP</b> Island Medical Program	<b>MSB</b> – Medical Sciences Building at UVic	<b>RJH</b> – Royal Jubilee Hospital (RJH 246 is MSAC IMP) <b>VGH</b> – Victoria General Hospital
<b>NMP</b> North Medical Program	<b>NHSC</b> – Northern Health Sciences Centre at UNBC	<b>UHNBC</b> – University Hospital Northern BC (UHNBC 5032 is MSAC NMP)
<b>SMP</b> Southern Medical Program	<b>RHS</b> – Reichwald Health Sciences Centre at UBCO	<b>KGH</b> – Kelowna General Hospital
<b>Web Browser Connection</b>	Allows participants to connect to the VC through any device with a stable internet connection	
<b>Call in Bridge</b>	A conference line added to all VCs that allow participants to call in to the conference	

### **Rooms available at MSAC VFMP:**

Please try to select the room that fits your event most appropriately; this helps us save larger rooms for groups that may need it, and helps you avoid having too much empty space at your event. Since MSAC is a very busy centre and we are always trying to accommodate as many clubs as possible, you may be asked to switch rooms or adjust the timing of your event slightly so we can accommodate more events.

#### **Alumni Room**

*Capacity: 12 boardroom style, 25 theatre seating*

*Technology: Videoconference unit*

A small room good for meetings or small speaker events. Be warned, it can get noisy if there's a big event going on in Hardwick Hall at the same time!

#### **Hardwick Hall**

*Capacity: 50 at tables, 60 theatre seating (extra chairs can be brought in to accommodate up to 100 people theatre seating)*

*Technology: Videoconference unit, microphones, sound system, piano*

This is the largest room in MSAC and is good for events like speaker series, workshops, or performances.

#### **Latham Hall**

*Capacity: 32 at tables, 45 theatre seating*

*Technology: Videoconference unit*

A mid-sized room that is good for a variety of events, including speaker series, large meetings, and workshops. The north side of the room has a built-in bar and couches.

#### **The Studio (Formerly the MSAC VC Room)**

*Capacity: 40 at tables, 50 theatre seating*

*Technology: Videoconference unit, microphones, sound system, piano*

Located in the basement, this room is great for dance and music practice since it has a piano and dance mirrors. It can also serve as a good space for lectures or workshops. Tip: to prevent the room from overheating during a dance practice, we encourage you to take advantage of the fans attached to the windows. Feel free to prop open the exterior doors, as long as the baby gate has been drawn across the entrance for security purposes and you remember to shut them at the end of the practice.

#### **UBCMJ Room**

*Capacity: 6 boardroom style*

*Technology: TV, Piano*

A small room in the basement suitable for meetings.

#### **Music Room**

*Capacity: 6 boardroom style, 15 music practice*

*Technology: TV, piano*

A small room in the basement that is great for small meetings or music practice.

### **Your Responsibilities at MSAC:**

Remember, MSAC is your space; please help keep it clean and tidy. You are responsible for helping to set up the furniture before your event and clean up after your event. If your event has an AV (audiovisual) or VC component the MSAC Ambassador will set this up for you.

If you are the last event in a room, please turn off the lights, set the thermostat to 15 degrees, and make sure that the building is secure with no doors to the outside propped open before you leave.

As the event organizer you are in charge of dealing with all leftovers and waste that comes from food ordered for your event. If you have edible leftovers, feel free to leave them in the right side of the fridge in the kitchen for other students to eat. Please flatten all cardboard boxes (eg pizza boxes) and dispose of them in the large red bin on the landing outside of the kitchen. Extra paper plates, napkins and plastic utensils can be left in the MSAC kitchen in the clear plastic tubs by the stove.

If your event uses any equipment or handouts, please make sure they are put away or disposed of accordingly after your event. The MSAC dumpster is kept locked and the combination is 2750 (the building address).

Lockers are available for all clubs; if you wish to get a locker or have a question about your club's locker, please contact Kelsey.

### **Wi-Fi:**

MSAC is on the UBC eduroam network.

### **Alcohol:**

Student events serving alcohol at MSAC cannot serve past 10pm. Student events are encouraged to wrap up by then, however, if you would like to stay later than 10pm you may do so if everyone moves down to the MSAC VC Room in the basement. These restrictions are in place due to serious property damage and noise complaints experienced in the past. MSAC can be used as the jumping off point for the evening, not the final party destination. If you are serving alcohol you must get a [Special Event Permit \(SEP\)](#) and send it to the MSAC Manager before your event. SEPs require every person serving alcohol to have their [Serving It Right](#) or their [Special Event Server](#) and the person who obtains the SEP must be sober for the entire evening. Guests are not allowed to bring their own alcohol and they cannot serve themselves.

### **Items Available:**

Need something for your event? There's a good chance that MSAC has it! Here's a non-exhaustive list of things you can borrow. These items are to be used at MSAC and not removed from the premises:

- Dishware and cutlery
- Portable speakers and microphones
- Adapters (miniport/thunderbolt, HDMI)
- Extension cords and power bars
- Megaphone
- Flipchart easels and paper
- Ethernet cables
- Laptops
- Tools (wrenches, screwdrivers, hammers, etc.)

- Supplies like tape, string, pens, and markers

If you want to borrow any of these items, ask an MSAC Ambassador and they will be happy to help get it for you!

**Who to contact:**

Kelsey is the MSAC Operations & Events Manager and the ultimate resource for all things MSAC. She also loves feedback! If you have any concerns, comments or suggestions, do not hesitate to contact her: [kelsey.hilton@ubc.ca](mailto:kelsey.hilton@ubc.ca)

MSAC Ambassadors are first or second-year medical students who work at MSAC in the evenings and on weekends to assist with student events. They are trained in videoconferencing and can often answer your questions and provide a student's perspective on the facility. If you need assistance with something for your event, they are the best people to ask. The 2017-18 MSAC Ambassadors are Zhiheng Zeng (2<sup>nd</sup> year), Valeriya Zaborska (2<sup>nd</sup> year), Ryan Sandarage (1<sup>st</sup> year), and Tracy Huynh (1<sup>st</sup> year).