

Scheduling the Audio Booth

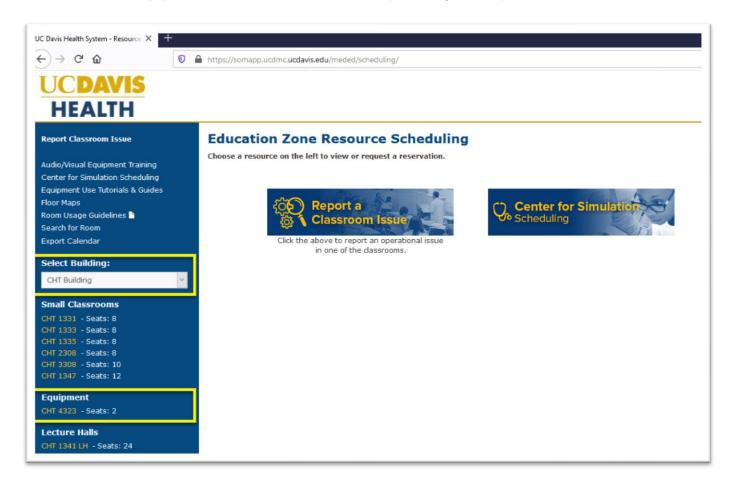
OVERVIEW

The audio booth is located in the Center for Health and Technology. It is available Monday through Friday from 8:00 am to 5:00 pm and is designed for independent use by UCDHS faculty and staff. It is required that you bring your own laptop and use the USB microphone available there. For CME content, the Office of Continuing Medical Education (OCME) will process the resulting audio in post-production to enhance quality if needed.

HOW TO SCHEDULE

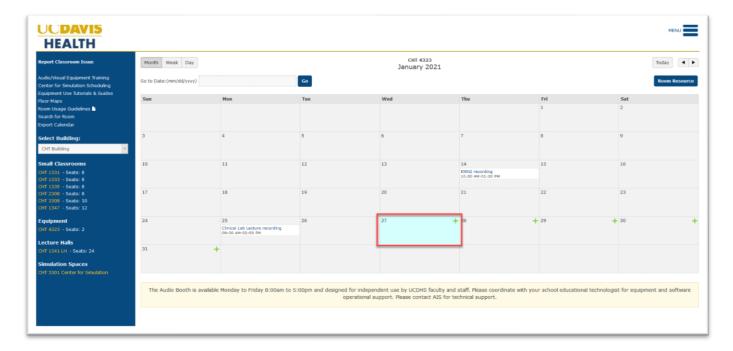
To record in the audio booth, reserve a recording session by following these steps:

- 1. Go to https://somapp.ucdmc.ucdavis.edu/meded/scheduling/calendar.cfm
- 2. Select CHT Building from the drop-down list under Select Building (see image below)
- 3. Under the Equipment section, click on CHT 4323 (see image below)





4. Select a day in the calendar and click on the green + icon to select a time to schedule a recording (see image below)



5. Agree to the terms of use and click submit to reserve your date and time (see image below)

