

Anne and Mike Armstrong Medical Education Building

Building Usage

The Armstrong Medical Education Building (the AMEB), was designed to provide a home for the curricular, advising, and extracurricular activities for the Johns Hopkins medical students. Priority for building usages will always be given to lectures, small group exercises, exams, etc., related to the undergraduate medical school required curriculum, particularly the first two years. Medical student groups and the College Advisory Program (CAP) are given second priority. The building is the primary space for students to study, whether individually or in groups.

On occasion, if space is available, non-curricular events that directly support the education of SOM medical students (i.e., a conference on excellence in education that provides hands on development of educators; a development event tied directly to fundraising for the School of Medicine) may be allowed. Rarely is the building used for other events held by Johns Hopkins Medicine. Non-student focused and non-curriculum related events such as office retreats, staff meetings or holiday parties are not permitted, except for those planned by or for the medical students.

All non-curricular or non-student events must be approved by the Office of the Vice Dean for Education, and, if the event will occupy a majority of the building, by the Medical Student Senate.

The AMEB second floor houses the four Colleges, the Colleges Advisory Program office, the Institute for Excellence in Education, and offices for Scholarly Concentrations and for administration. The second floor of Armstrong was designed as protected space for medical student life. Social gathering and meeting requests which could potentially disrupt or interfere with medical student life are discouraged. Primary bookings for this space are for medical student related events, such as Orientation, Stethoscope Ceremony, Colleges Olympics, Mock Interview Night, Applying for Residency, Match Day, and White Coat Parents Meet and Greet.

Scheduling Rules

Medical School Curriculum

Curricular events are schedule through the appropriate coordinator and do not require the web-based form.

- **First year courses** should be scheduled through the Academic Program Administrator in the Office of Curriculum (Sherrie Fornoff)
- **Second year courses** should be scheduled through the Medical Training Program Administrator in the Office of Curriculum (Terri Hennel)
- **CFM courses** should be scheduled through the Senior Academic Program Coordinator (Genevieve Chawluk)
- **All other courses**, such as PRECEDE and Longitudinal Clerkships, should be sent directly to the Armstrong Building Room Scheduler (John Steele) at armstrongrooms@jhmi.edu.

The AMEB has limited space. If there is a conflict, priority is given to Year 1 and Year 2 curriculum over Year 3 and Year 4, regardless of when events were scheduled.

Students

The AMEB's primary goal is to provide space to the medical students. Student group meetings, social events and study space are not scheduled through the room reservation system. Please refer to "Room Use Rules" below. Students who wish to sponsor an event for a vendor (i.e., a debt management company) or a recruiting company must first vet the event through the Administrator, Office of the Vice Dean for Education (Joyce Hoebing).

Student Organization Conferences

Student organization conferences should first be vetted through the Medical Student Senate (hopkinsmss@gmail.com) and, if appropriate, the Office of Student Affairs. Once the event has been vetted, reservations are requested through the Armstrong Rooms Reservation website (<http://armstrong.som.jhmi.edu>); the Armstrong Building Room Scheduler will request approval from the Office of the Vice Dean for Education and confirm that the conference is acceptable to the Medical Student Senate.

Other Events

All other requests must be submitted through the room reservation website <http://armstrong.som.jhmi.edu>. Questions may be directed to the Armstrong Building Room Scheduler via email at armstrongrooms@jhmi.edu. In general, if a group is considering bringing in vendors, the Office of Medical Student Affairs must approve to ensure no undue influence on learners.

Please note:

- **Priority will always be given to the scheduled M.D. curriculum.**
- There are fees for rooms, equipment, and A/V services.
- Because the AMEB does not have housekeeping or A/V staff outside normal business hours, there will typically be additional charges to cover A/V and housekeeping costs for events outside the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. These are in addition to the normal fees.
- Events cannot be scheduled in Wenz Café during its business hours (6:30 AM – 6:30 PM).
- The building is locked after hours and on weekends, except to those who have card swipe access. Corporate Security must be notified in advance and provided with a list of attendees for any evening or weekend event that involves faculty, students, staff, or guests who do not have card swipe access. Note: card access is only granted to M.D. students, faculty, and staff involved in the M.D. curriculum or within the Office of the Vice Dean for Education.

Room Use Rules

- Food and non-water drinks are not allowed in the Lecture Halls, the Learning Labs, and the Computer Labs. Closed coffee cups are permitted in the Lecture Halls.
- Food is allowed in other classrooms. Leftover food should be removed.
- The Academic Computer Center is for use of medical students ONLY.
- All furniture must be returned to its original configuration.

- Chairs taken from other rooms must be returned.
- Remove all personal belongings/rubbish when leaving.
- White Boards
 - DO NOT USE SHARPIES - Please only use the dry erase marker pens provided. Please notify armstrongrooms@jhmi.edu, if markers are dry or absent.
 - Erase all White Boards when finished. Any writing not erased may be erased by housekeeping.
- Smart Boards
 - Use only the electronic stylus to write on the SmartBoards. Do not use dry erase markers or sharpies.
- Common Sense Etiquette:
 - Individuals studying in small group rooms must yield use to a group activity if no other small group rooms are available.
 - The quiet study room on the 4th floor is for QUIET study only.

Rental costs for room use:

Groups outside of the M.D. curriculum and M.D. student groups may be charged for the use of the rooms. An IO will need to be provided at the time of booking.

Lecture Hall	Learning Studio	Case Study	Teaching Lab	Conf Rooms	Anatomy	Lobby, 2nd Floor
\$100/hr	\$100/hr	\$60/hr	\$60/hr	\$50/hr	Individually Determined	\$50/hr