

SACC – Contact Information:

Kay Courson

Secretary/ Executive Offices

Phone: 352-733-1706 (7:00am – 1:30pm M-F)

E-Mail: kcourson@ufl.edu

- Coordinator for Scheduling Shands Auxiliary Conference Center (SACC)

Janet Adams

Deputy to David S. Guzick, Senior Vice President, Health Affairs

Coordinator of Administrative Services 3

Phone: 352-733-1200

E-mail: jradams@ufl.edu

- Scheduling for the Conference Center
- Problems, Concerns, or Conflicts with Conference Center

Joe Schwartz

Comm Tech II

Phone: 352-265-0056 (office) or 352-745-6516 (cell)

E-mail: schwj@shands.ufl.edu

- All technical assistance regarding SACC AFTER asking staff

Security

- Assistance with getting into the conference center *during* office hours and locking up is the concierges when you walk into South Tower lobby

X5-0109 or X44848

- Assistance with getting into the conference center *after* hours and lock-up following event

Environmental Services

Phone: 494-4989

- Assistance with clean-up post event – Clarify you are in the South Tower Conference Center (SACC)

David Kallmeyer

Zone Mechanic

Pager: 352-413-1883

- Assistance in moving the Conference Center wall if coordinator or other staff are unavailable

If I am away from my desk, please leave a message on voicemail with your name, phone, date and time and size of group for requested reservation. A brief explanation of the use of the conference room is helpful. We will return your call as soon as possible.

Additionally, PLEASE notify us if your conference or event has been cancelled, so we may make the space available to others.

Many thanks, Janet and Kay

