



KDADS has several conference rooms located in the 503 and 612 S. Kansas Ave offices.

503 S Kansas Ave:

KDADS employees can reserve conference rooms at 503 S Kansas Ave via Outlook.

120 Conference Room is located on the northwest side on the first floor;
104 Conference Room is located in the southeast corner on the first floor;
211 E Conference Room is located in the southeast corner of the second floor;
221 Executive Conference Room is located on the north side of the second floor;
331 W Conference Room is located in the northwest corner of the third floor;
342 C Conference Room is located on the south center of the third floor; and
Basement Conference Room is located in the northeast corner of the basement

612 S Kansas Ave:

1st Floor Conference Room #6112 call 785-296-0060 to reserve.
2nd Floor Conference Room #6219 call 785-296-1260 to reserve.

If an employee reserves a room, but does not use/need the room, the employee must cancel the reservation as soon as possible so other staff will be able to reserve the room. Requests for set-up requirements and non- IT equipment should be sent to facilities@kdads.ks.gov and must be made a minimum of 24 hours in advance. IT equipment must be reserved through the KDADS Help Desk. To check out equipment see the Equipment Check out page on the KDADS Intranet for available items, <http://www.aging.ks.gov/Intranet/Procedures/equipment.htm>. Employees reserving IT equipment are encouraged to submit requests as early as possible to ensure the equipment is available.

The use of meeting rooms will be limited to individuals or groups conducting state business, established benefit providers conducting information-sharing sessions, or non-business activities approved by the Secretary or for state sponsored community service projects. Field staff: refer to guidelines of the facility where you are located. Contact Human Resources if you have questions.

Phone numbers for the Conference rooms are located on KDADS's Phone Directory on the KDADS's Intranet page.