

Sim Session Request Form – Required Information

Please review the below information before completing your sim request form online. The more details you can provide, the easier it will be for us to find solutions to accommodate your request. Due to limited space and personnel, we meet weekly to review all requests and sometimes we have to rearrange things in order to accommodate as many groups as possible. We appreciate you helping us with this process by providing details of what you need.

A Reservation Agreement is required to submit. You must agree to the following:

By completing the UCLA Simulation Center Session Request form, you agree to the following:

1. Schedule educational sessions **at least four (4) weeks** in advance. **DROP-INS CANNOT BE ACCOMMODATED.**
2. Submit agenda and scenario scripts **at least two (2) weeks before** session. Changes on the day of the session CANNOT be accommodated.
3. Orientation (to session format, room and equipment) is important for learners. Please build time for orientation into the session agenda.
4. Instructors who are using our equipment for the first time should schedule an orientation prior to the day of the session.
5. Instructors should **arrive 15-30 minutes prior to the session** to review set up and brief with simulation center staff.
6. Instructors should **allocate 10 minutes to debrief** with simulation center staff at the end of the session. Please build this time into the session agenda.

Information that you will need to complete the request form:

- Course director name, title, email, phone number and department
- Instructor name, title, email, phone number and department
- Coordinator name, title, email, phone number and department
- Course title, description, educational objectives, frequency of program (once, weekly, monthly, etc.)
- Course type (scenario-based, procedural skills, didactic), whether there are rotations and a description of the course format and flow, preferably with an agenda, if you have scenarios ready, the type of simulation modality (manikin, standardized patient, virtual reality)
- Equipment needed – please review our Equipment list on our [Equipment Request Form](#)
- Learner information: department, unit, learner type and level of training (e.g., medical student, resident, nurses, etc.), and number of each type of learners
- Any notes about room specifications or anything else you would like