



Trading Room Operating Policies: Spring 2021 (1/19/21- 5/1/21) **Guidelines for Students, Faculty, and Staff**

The Trading Room (TR) will reopen virtually on 1/19/21 for the spring semester and open to foot traffic starting 2/1/21. Our working hours and operating procedures until 5/1/21 are listed below.

1. **Virtual and On-Campus TR Hours:** 9 am to 11 pm (M-Th), 9 am – 5 pm (Friday), 12 pm-5 pm (Saturday), and 12 pm - 10 pm (Sunday).
2. **Maximum Number of Visitors to the TR at Any Time (21):** Due to strict adherence to social distancing guidelines, the maximum number of visitors is **21** at a time (excluding 2 TR staff).
3. **Mandatory Card Swipe, Face Mask, and Social Distancing:** All faculty and students will be required to use the Card Swipe machine at the entrance. There will be a sign-in sheet for Bentley guests. Please comply with all guidelines (**social distancing and mandatory face mask**) as mandated by Bentley University.
4. **Our Services:** The TR staff will provide the following services:
 - a. **Staff on Duty at Reception (SMI 226):** Open during hours posted above. Tel: 781-891-3442
 - b. **Virtual Front Desk Zoom Session:** If you need help with databases remotely, please join the remote Front Desk via <https://bentley.zoom.us/my/tradingroomvirtualassistants> (hours posted above). You can also dial 781-891-3442 to speak to the staff member on duty.
 - c. **Zoom Tutorial Sessions:** Schedules for these tutorials will be posted on the TR calendar. (<https://www.bentley.edu/centers/trading-room/calendar>).
 - d. **Customized Tutorials:** Instructors can request **customized** interactive tutorials on software and special topics to be delivered by TR staff. Please email tradingroom@bentley.edu
 - e. **Requesting remote access to FactSet, Morningstar Direct, and CapIQ:** Please use this [Qualtrics survey link](#) to request remote access. Note that it takes a minimum 7-10 days for your account request to be processed by the vendors. For Bloomberg access, visit our website's 'Policy Details' document for instructions.
5. **Room Reservation:** Faculty/staff can reserve the TR for instructional purposes and for holding special events. Online reservation system: <https://www.bentley.edu/centers/trading-room/calendar>. The TR can be reserved for instructional purposes only if interactive use of resources such as Bloomberg, FactSet, CapIQ, Morningstar, and Palisade during class is required.
6. **Hybrid Technology:** We do not have the technological capacity to hold a hybrid class in the TR. Special equipment will have to be brought in to facilitate any request for conducting a hybrid class, and advance notification is mandatory.
7. **No Food/Drinks:** Food and drinks are strictly prohibited in the Trading Room.
8. **Business Suite** is closed. The **Conference Room** is reserved for TR staff only.
9. **Group Meetings:** Group meetings will not be allowed in the TR.

As always, please contact us with comments and suggestions. Thanks and have a safe and successful spring semester.