

Protocol for the use of the Collaboratories

Introduction

The Strategic Plan 2021-2026 states that the Faculty of Arts will be a powerful and innovative research faculty. As a first step towards a more interdisciplinary research profile, we have recently installed the so-called Collaboratories; a space where you can brainstorm and discuss ideas with your research group, and where you can organize small conferences and project meetings.

Plan and facilities

There are four smaller and one larger room (see plan), equipped with screens and white boards, and furniture that can be moved easily. In order to allow for enough ventilation, the rooms are divided by walls that almost reach the ceiling. Because of this, you may be inconvenienced by a little noise.

Bathrooms and a pantry are situated in the central area of the Collaboratories. You can enter the Collaboratories via the staircase in 1313, situated near the entrance of the Media Studies area (see the walking directions on the last page). Please note that the entrance to the Collaboratories will be equipped with a card reader, so that only staff members can enter the area.

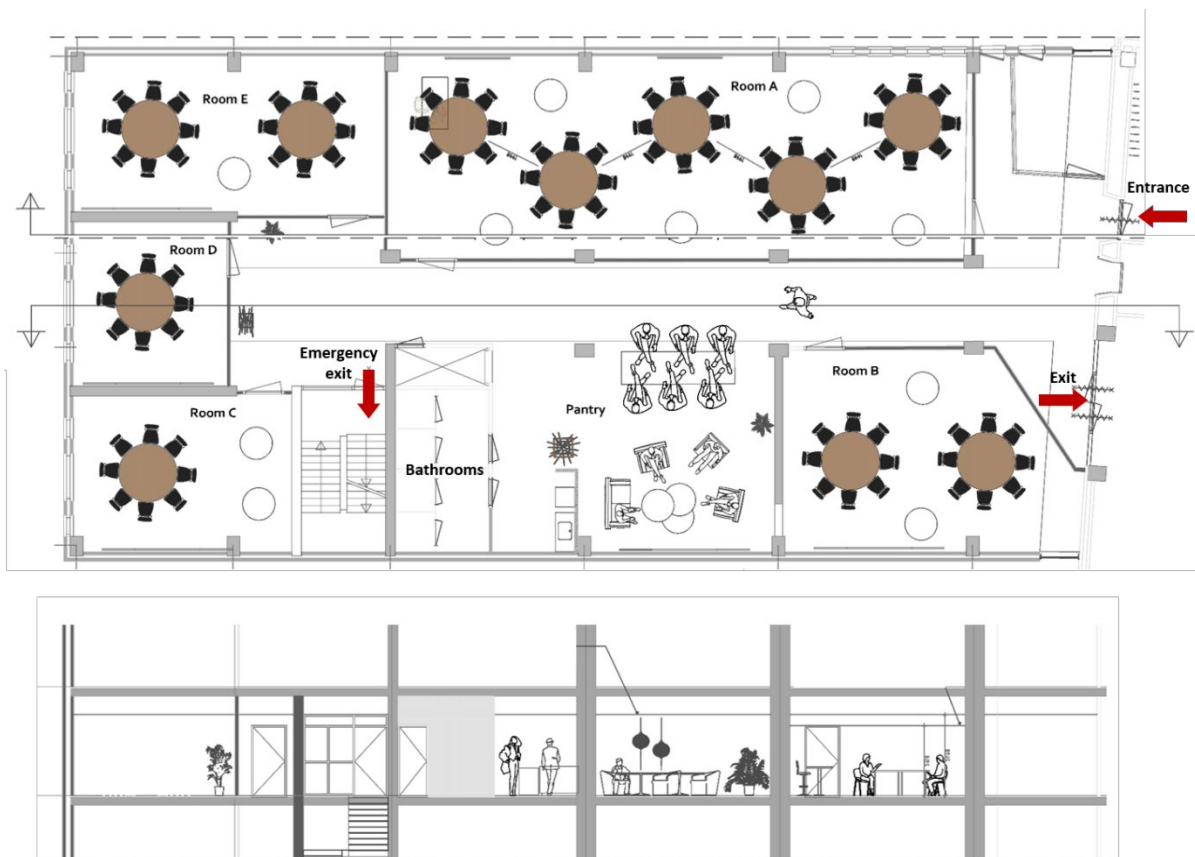


Figure 1. Plan and side view of the Collaboratories (please note that the lay-out of the furniture can be altered as required).

Make a reservation

If you want to book a Collaboratory, please send an email to zalenbeheer.let@rug.nl at least one working day beforehand. Include the following information in your request:

- Desired day and time
- Short description of the activity (workshop, staff meeting, plenary lecture, break-out sessions, etc.)
- Number of people attending
- Preference for a Collaboratory:
 - o A: 40 people
 - o B: 16 people
 - o C: 8 people
 - o D: 8 people
 - o E: 16 people

Confirmation

The applicant receives a confirmation email with the reserved day, time and space.

>> Please note: you may only enter the Collaboratories if your reservation has been confirmed <<

Control, Facility Management and AV facilities

- The ICOG research coordinator and the Faculty's secretariat are in charge of the planning of the Collaboratories.
- If desired, you can alter the lay-out of the furniture in the Collaboratories. Please make sure to leave everything in good order!
- Mobile screens are available in each room. These can be docked to a laptop. If you need additional AV facilities, please contact avservices@rug.nl (050-3635916; after 5 PM: 050-3635901).

Walking directions Collaboratories

