

Event guidelines

Welcome to DTU Skylab

We are happy to offer you the opportunity to use the facilities.

Please note that DTU Skylab is an innovation hub. Therefore, you will not have the facilities for yourselves - the students will be around running their own projects, workshops will be active, and we will be here to.

It is your responsibility to undertake the practicalities concerning your event/use to ensure a successful stay! For this matter read through the guidelines in this document.

Four things to remember

- 1 Come prepared.
- 2 Use the facilities with care.
- 3 Leave the auditorium in 'standard set-up'.
- 4 Clean up after use.

Guidelines for use

Booking

For booking of rooms go to our booking page:
www.skylab.dtu.dk/booking
Remember to book enough time prior and after your event for setting up and cleaning up.

AV equipment

Follow the AV manual next to the equipment and REMEMBER to turn off the system.

You are responsible for checking the IT and AV before your event so it correlates to your needs. For bigger events and special requests please contact AIT:
AITservicedesk@dm.dtu.dk

Light

The AV equipment in the Auditorium controls the light in the Auditorium and the ground floor open space. Lights in the meeting rooms are controlled separately.

Internet

DTU staff: Certificat, eduroam, dtu
Student: eduroam, dtu
Guests: as DTU staff or student you can create guest logins at www.guest.dtu.dk.

PC in auditorium cannot access wireless internet only cable internet. Use: 'DTU' and authorize by using your DTU login name and password. Find the authorizing page at: www.portalen.dtu.dk

Cleaning

You need to clean up after using the auditorium. Please: wipe of tables if used for food, collect empty glasses, mugs, refund bottles in the designated box etc.

If catering has been provided, collect everything and place it at the back entrance at the designated spot.

Trash

Empty the trash cans after your event. Trash is taken out to the waste station in the parking lot behind DTU Skylab - be aware of that we recycle.

Wardrobe

You can find multiple hangers in DTU Skylab. Use of these are at own risk.

Set-up of furniture

When finished using the facilities please bring everything back to standard set-up (see the standard setting for furniture in this folder)

You can order campus service personnel to help you at your own expense at: cas-service@adm.dtu.dk

Concerning facility flaws

Concerning problems with the facilities Contact Margarita Mærsk at: margma@dtu.dk. Outside opening hours or for an acute problem, contact Campus Service on: (+45) 45 25 33 55

Catering

Catering can be ordered from the DTU canteen. You can also use your own catering supplier.

Kitchen facilities

If you use the kitchen and/or kitchen supplies then please clean up after your event. We have limited supplies, so make sure catering covers your needs.

Opening hours

Check our website for updated information. Usually the opening hours are: Monday-Friday from 08.00-18.00. The workshops opening hours please check the website.

You can always access the building with your DTU ID card 24/7. If you need the doors to be open later than 18.00 for an event, arrange this with DTU Skylab.

Power outlets

You can find power outlets in the floor below the round lids. If you need power connectors - you can borrow these from us.

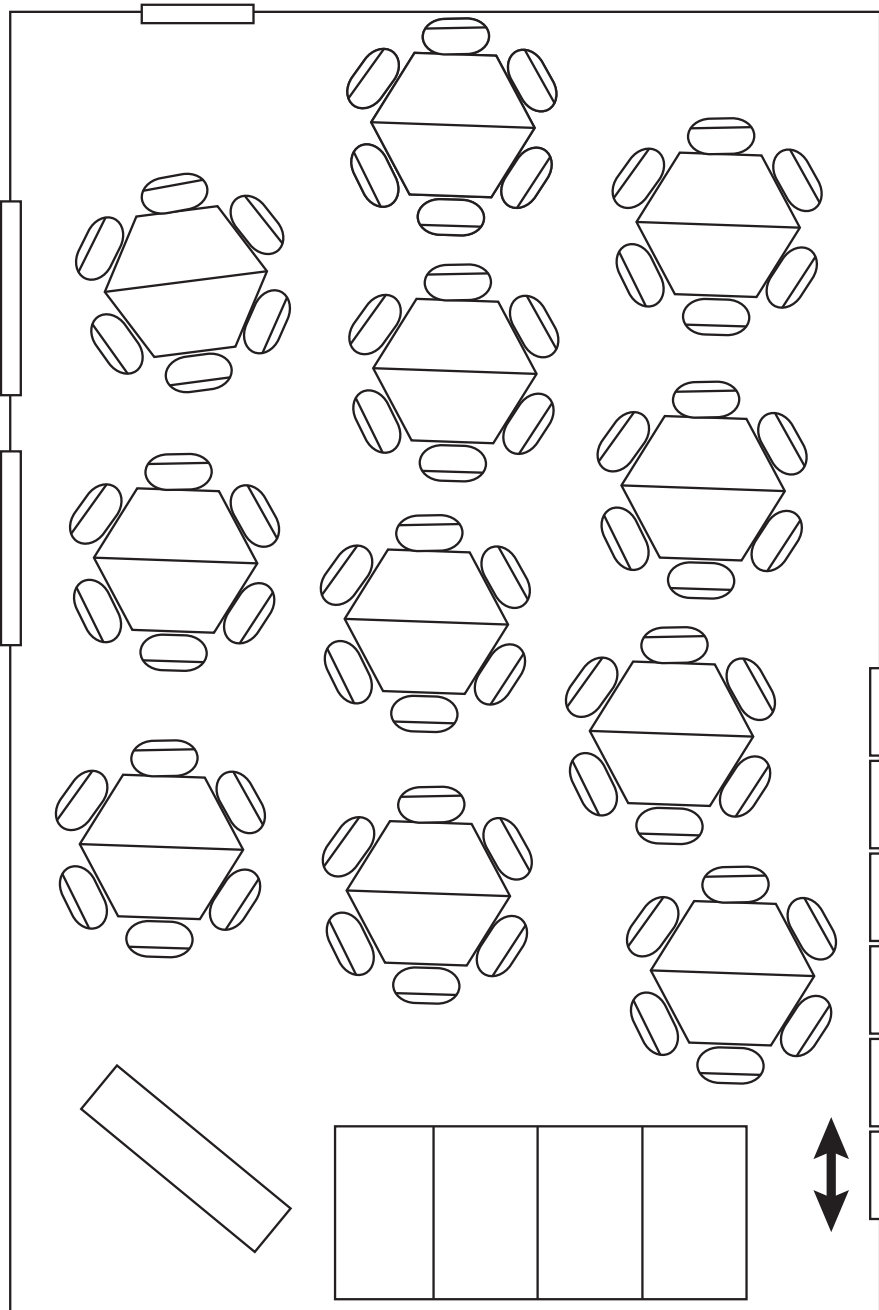
Printer and Scanner

The printers on the 1st floor are available for a max of print volume of 20 pages and only in black and white. For more pages or color print use the printer and plotter in the basement by using your DTU print card.

How to set-up the auditorium

- 1 Standard Setup
- 2 Small Classroom Setup
- 3 Small Presentation Setup
- 4 With Tables Setup

Standard set-up



Inventory;

66 chairs

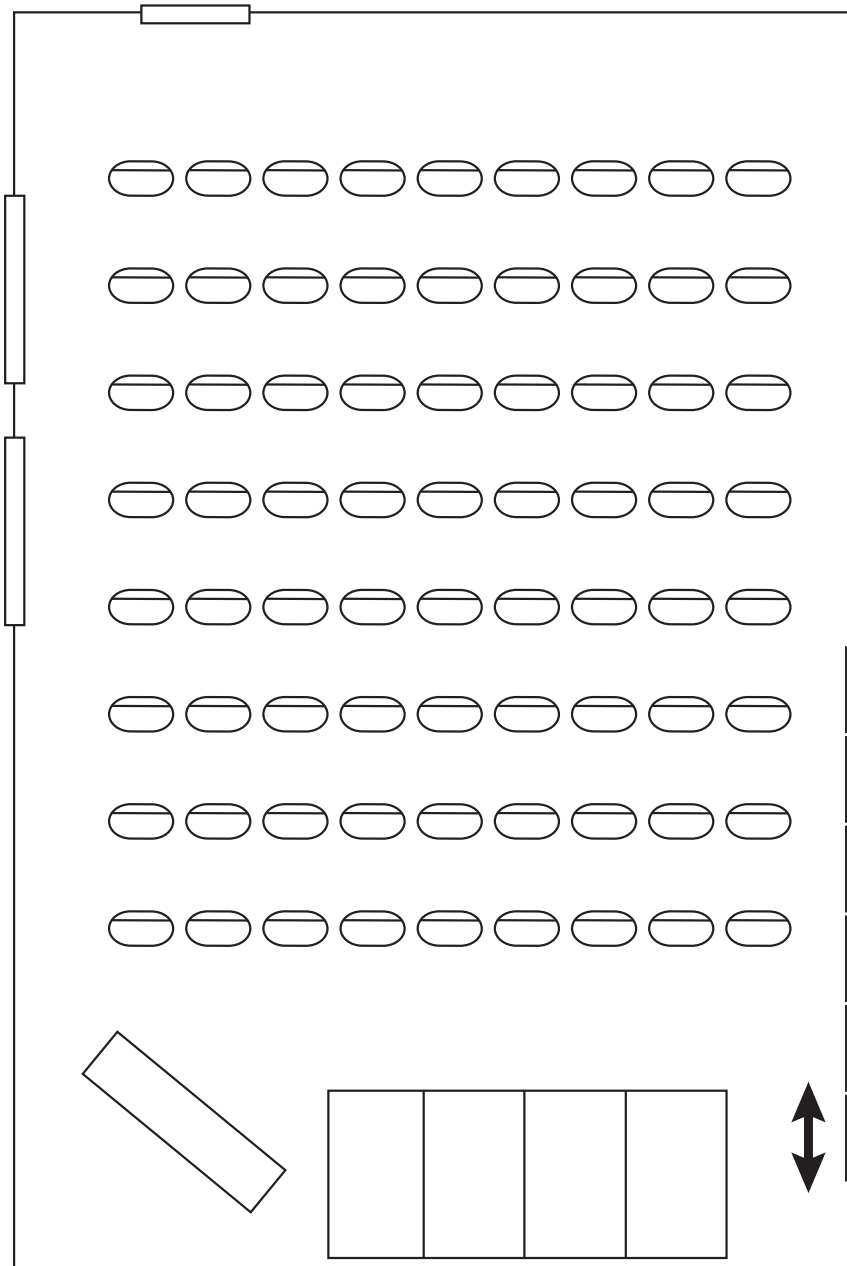
22 tables

11 groups

Stage underneath big screen

Max: capacity 110 people

Small classroom set-up



Inventory;

72 chairs

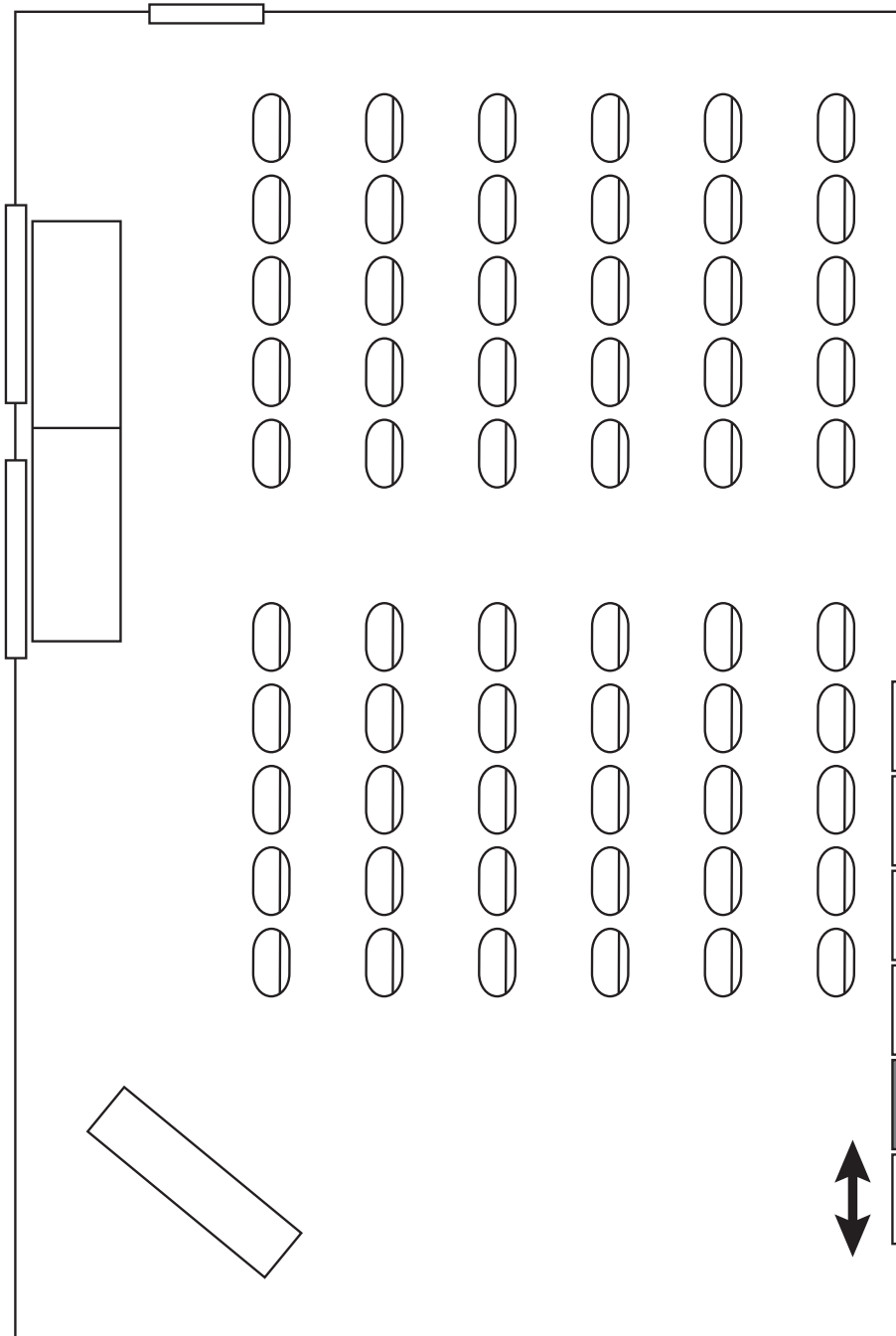
0 tables

8 rows (9 chairs in each row)

Stage underneath big screen

Max: capacity 110 people

Small classroom set-up



Inventory;

60 chairs

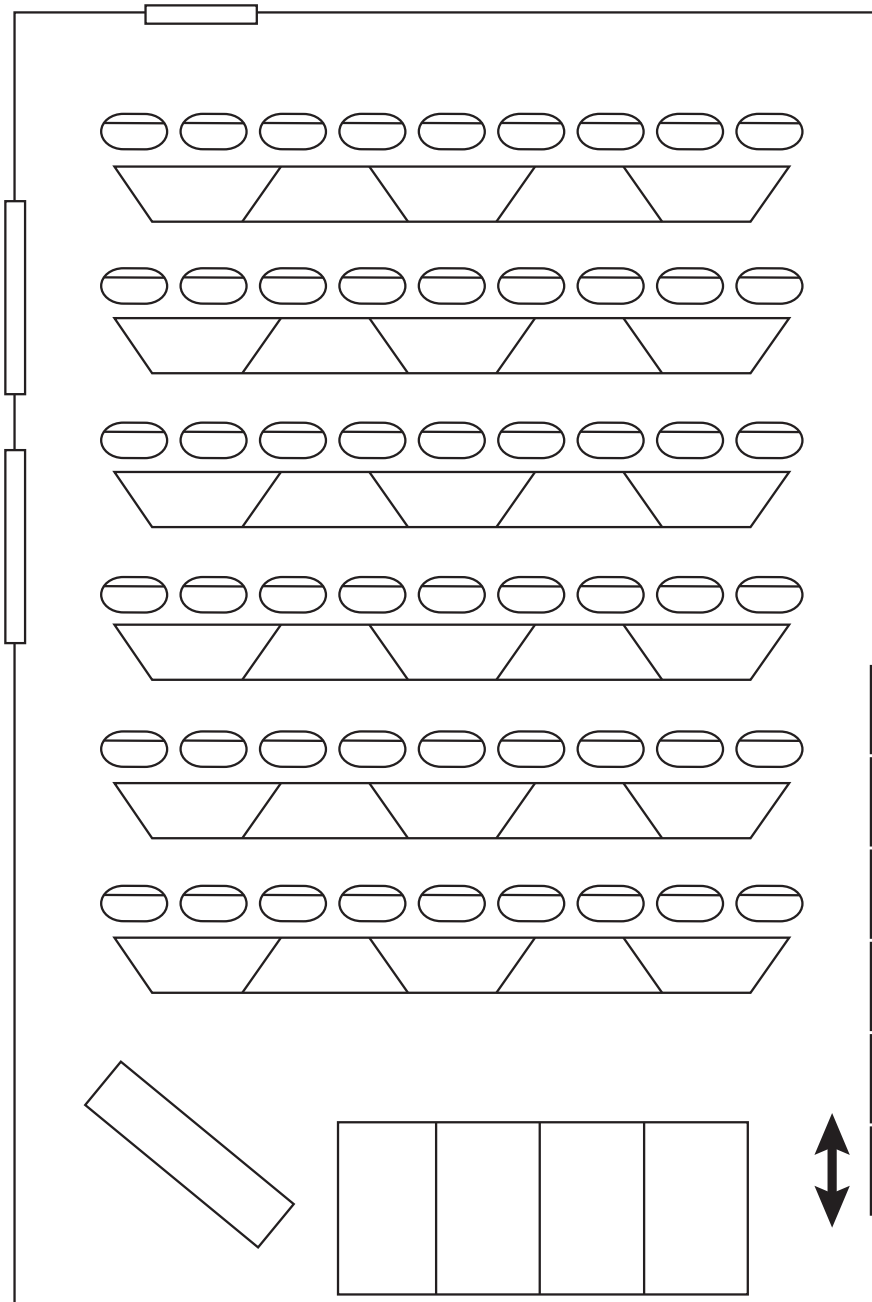
0 tables

6 rows with passage in the middle

Stage underneath small screen

Max: capacity 110 people

Table rows



Inventory;

64 chairs

30 tables

6 rows with passage in the middle
(9 chairs x 5 tables in each row)

Stage underneath small screen

Max: capacity 110 people

Inventory

In the auditorium:



x 50: chairs



x 55 chairs



x 50: Folding chairs



x 30: Flip tables

Furthermore in the open space:

x2 large white boards

x3 small white boards

x2 tall round cafe tables

x5 tall work tables

x8 stage elements

x3 screens on wheels