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
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
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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 base-
ment 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