

Life Sciences Innovation Centre: Collaboration Rooms  
Terms and Conditions

### **ELIGIBILITY**

The Life Sciences Innovation Centre is funded **for the use of research and innovation in health and life sciences**. The use of the UHI spaces including Collaboration Room needs to abide by these principles. The room booker needs to provide sufficient information to UHI during the booking process to confirm this eligibility requirement. If the room booker has misled UHI with the eligibility of the room usage, UHI reserves the right to pass any potential penalty that may arise from an audit requested by the building's funders.

### **BOOKING CONFIRMATION**

Room bookings are subject to availability on a **first-come first-served basis**. No booking is confirmed until a calendar invitation is emailed to the room booker. Room booking requests will be responded to within two working days whenever possible.

### **USE OF VIDEOCONFERENCE AND PRESENTATION EQUIPMENT**

The Collaboration Rooms are equipped with MS Teams, which is connected to the UHI network. If running IT/AV/VC as part of a meeting, you should bring your own laptop. There is peripheral equipment available to ensure non-UHI staff can use the room with their laptop. It is the responsibility of the lead room user to ensure that any borrowed equipment is duly returned. **UHI will invoice the event organiser £150 for the theft or loss of the connection equipment.**

It is strongly advised to check the operation of equipment prior to your booking. **Room users needing to use the videoconferencing and presentation equipment will need to undertake a brief induction on how to use it, this will be organised by UHI.** Room users are asked to follow any instructions made available in the room to use the equipment adequately.

Basic IT support on the day of the meeting will be provided. However, if there is a large event requiring videoconferencing, additional support should be requested at the time of the booking and every effort will be made to accommodate this.

### **CANCELLATION**

The event organiser is required to notify of the cancellation of their booking to UHI by emailing [roombooking.lsic@uhi.ac.uk](mailto:roombooking.lsic@uhi.ac.uk) no later than 5 working days before the event. We reserve the right to charge a cancellation fee covering any costs we have incurred and are unable to recover.

### **COSTS**

Room booking and refreshment charges will be invoiced, or internal budget transferred as per the **Room booking confirmation** email.

### **CATERING AND REFRESHMENTS**

Drinking water will be provided in the Collaboration rooms.

Tea, coffee and biscuits can be provided for an additional cost and will be provided at the times noted on the booking form.

If catering such as lunch is required, this needs to be independently arranged by the event organiser through an external caterer. Lunch can be served in the open plan area (at the top of the main stairs) and plates and napkins will be provided.

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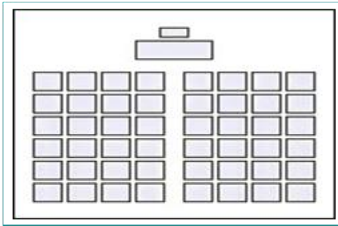
**OUT OF HOURS BOOKINGS**

Collaboration rooms can be booked between the hours of 8am and 5pm Monday to Friday. Bookings running outside of these times are by special request only and will incur additional charges such as additional reception cover.

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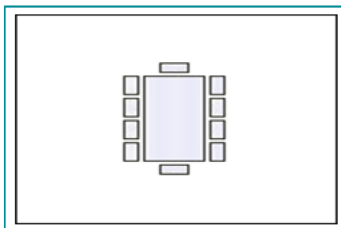
**ROOM LAYOUTS**

**THEATRE STYLE**



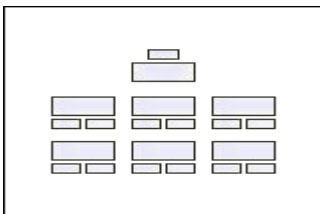
- Used for product launches, presentations, displays
- Used to present to large numbers of delegates
- Allows for optimal room occupancy

**BOARDROOM STYLE** (solid or can be adapted to a hollow square)



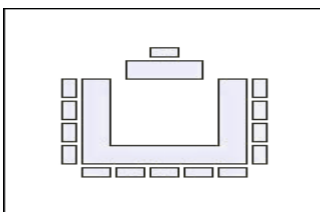
- Centrally located table
- Classic layout ideal for debate and discussion
- Popular for smaller meetings

**CLASSROOM / EXAM STYLE**



- Used to present to small to medium groups
- Delegates (in ones or twos) have own workspace
- Ideal for exams and individual training

**HORSESHOE STYLE** (with or without tables)



- Seating around three sides of the room – good for presentations from front
- Square layout conducive to discussion
- Presentation space in the middle of the room