Smartpark Innovation Hub Room Booking Guidelines

The use of MPR 1, MPR 2, and the 4th floor boardroom at the Smartpark Innovation Hub require a reservation made through the Partnerships & Innovation at **SIH@umanitoba.ca**

Room bookings are on a first come, first served basis. As a courtesy to all users of the space please adhere to the following guidelines.

Authorized Users

- The rooms are available to all tenants of Smartpark and members of the University of Manitoba.
- External requests will require payment and demonstration of insurance and will be dealt with on a case-by-case basis. **The fee for this has not yet been determined.** Contact SIH@Umanitoba.ca for more information.

Email address to request a room or to be given access rights for booking: SIH@Umanitoba.ca

Once a user has been given access, link to room booking: https://umsmartpark.skedda.com

Booking Requests

- **Do not delete other bookings.**
- **Please only book the times you require as there is significant demand for the space.**
- Do not book for more than 2 – 3 full days/week in advance.
- Recurring meetings will only be booked up to 2 months in advance.
- For booking major special events where several days use of the meeting rooms may be required, or for booking after 4:30 p.m. or weekends, contact Partnerships & Innovation directly at SIH@Umanitoba.ca
- When booking a meeting room please be prepared to provide the requested date and time, number of guests expected, contact name and information, including company name and billing address, if required and purpose of the event.
- Users will receive a room booking confirmation and are required to review the confirmation for accuracy. Any discrepancies with the room booking should be reported to Partnerships & Innovation immediately.

Conflicts

- Room booking discrepancies or conflicts will be reviewed by Partnerships & Innovation for resolution.
- Abuse of booking privileges or excessive no-shows will result in removal of self-service booking options.

Cancellation

- Keep track of your own bookings and delete if no longer required so others can utilize the space.
- Less than 48 hours cancelation notice may be subject to a charge.

Hours of Operation

- Normal business hours of the Smartpark Innovation Hub are **8:30AM to 4:30PM, Monday through Friday.** Meeting requests for after these hours or weekends, except holidays, may be booked **only** through contacting TTO at **SIH@umanitoba.ca**.

Access after hours

- Key cards are available to lock and unlock the MPR rooms outside regular business hours from Partnerships & Innovation.
- These key cards must be signed out by visiting the Partnerships & Innovation and signing the "Card Key Sign-Out Information and Acceptance of Conditions Form", at least one day before your booking is scheduled.

Parking

- Visitors are required to park in the designated Visitor Parking area in the parking lot south of the building. Parking is available in this area on a first come, first served basis. Parking permits are not required by users or their guests attending meetings. Overflow parking is located in SD West parking lot. *Please see map on next page.*

Room Set-Up and A/V Equipment

- There are 2 Multipurpose Rooms (MPR1 & MPR2) both located on the main floor of 100 Innovation Drive
- Each room holds 50 people. They can be booked together to create a larger room that holds 100 people.
- Each room is set-up with 25 tables and 50 chairs in a classroom style (more chairs are available).
- Each room has 16 monitors to create a huge screen.
- For smaller meetings, the Smartpark Innovation Hub will have boardroom located on the 4th floor of 100 Innovation Drive available for meetings with 8 people*.*
- Setup of the meeting room, furniture, equipment and materials may be arranged in any manner by the user to accommodate the specific needs of the event, as long as it is returned to the default setting.
- **After the event, the users shall remove all personal meeting materials, return the furniture and equipment to the original layout, and restore the space to its original clean condition.**
- Any issues with furniture or A/V equipment should be reported to Partnerships & Innovations at **sih@umanitoba.ca**

    NOTE: please do not push furniture against the wall with the monitors. Please do not touch monitors. Users will be responsible for any damage to monitors.

NOTE: The sky fold wall separating rooms can only be operated by Partnerships & Innovation. Please do not attaching anything to the sky fold wall.

Please see default set up of the MPR Rooms on next page.
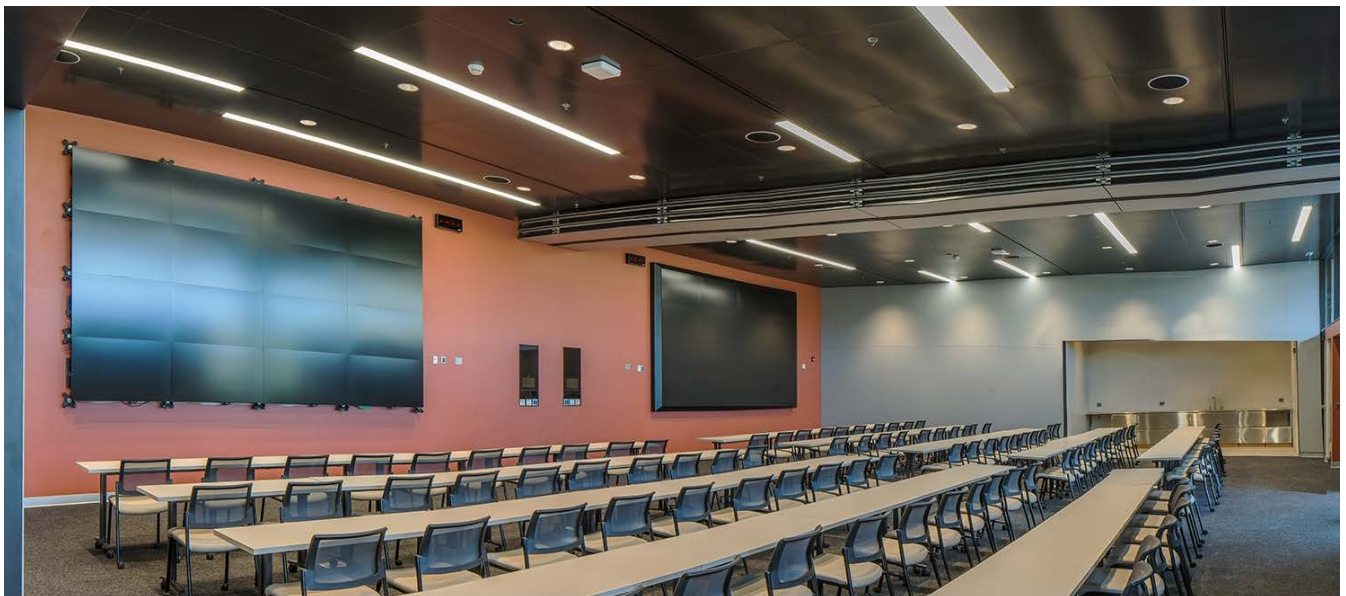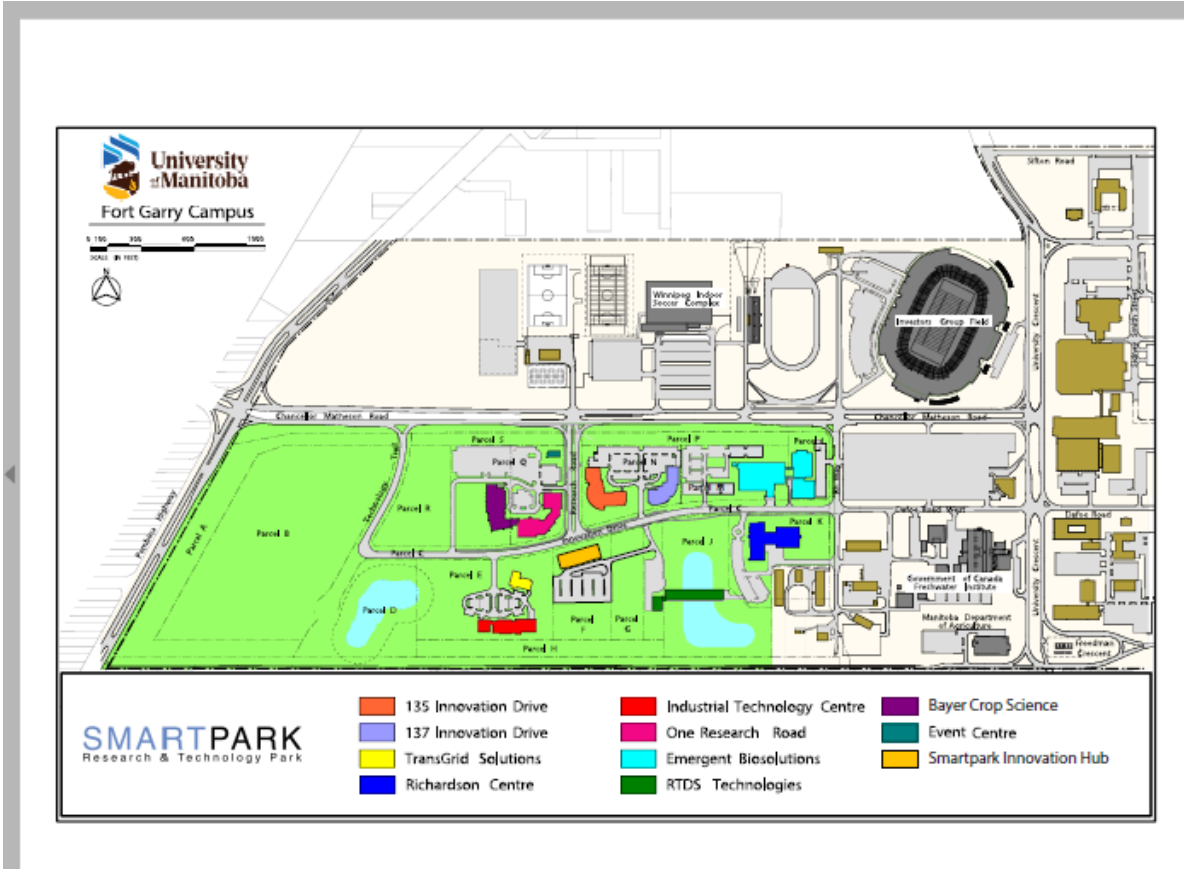
Food & Beverage

- Food and beverage services are permitted.
- Food and beverage service for events in the Smartpark Innovation Hub must come from a licensed food service provider and must comply with Manitoba Regulation 339/88R, Food and Food Handling Establishments Regulation under the Public Health Act, and such other requirements as may be required by a Public Health Inspector.
- Proof of food handling permit from the Province may be required if you are getting food from somewhere other than Lolly's or Armark.
- It is the responsibility of the user to organize their own food and beverage for their event.
- Any food and beverage provider can be used for events in the Smartpark Innovation Hub.
- Preferred food and beverage provider is Lolly's located on the main floor at 100 Innovation Drive.
- Events with alcohol must comply with the Manitoba Liquor, Gaming, and Cannabis Authority regulations. ***The University of Manitoba Liquor License has been extended to include both MPR Rooms and the main floor cafeteria and atrium room.*** **(NEW)**
- Questions regarding events with alcohol can be directed to the University of Manitoba Office of the Associate Vice-President (Administration) at **tannis.campbell@umanitoba.ca**
- Consider using eco-friendly / compostable products and reduce single-use items such as disposable cups, cutlery, stir sticks, condiment packages, etc. whenever possible to reduce the amount of waste being sent to landfill from your event.
- Ensure no items are left in the fridge in the MPRs.

Cleanup

Remove all meeting materials, return furniture and equipment to the original default layout. Please see the floor plans for original set-up. *Please see default set up of the MPR Rooms.*

Food and beverage services are permitted providing that all trash is collected and placed in the appropriate containers at the end of the event.

Damages

- The user will be liable for all damages, expense and loss caused by any person who attends, participates in, or provides goods and services connected with the user.

Checkout

- Please be courteous and promptly vacate rooms at the end of the booking to accommodate other users who may have booked the room after your event.
- Turn off the lights. Lock meeting room doors if after 4:30 p.m. or weekends.
- Please ensure both the mouse and the keyboard are turned off.

Code of Conduct

- All users of space at the Smartpark Innovation Hub must adhere to all University regulations and policies including, but not limited to, the Respectful Work and Learning Environment Policy and Procedure.
  https://umanitoba.ca/admin/governance/governing_documents/community/230.html

<u>MPRs AV Overview</u>

- o Two 4x4 video walls - one in each room
  - o Room is dividable/combinable, room combining required for audio and video distribution between spaces
    - Manual operation by way of room partition. (**This is done by Partnerships & Innovation ONLY**)
    - Audio dependent on source and destination, including voice-lift/sound re-enforcement
    - Video in room divided mode, ability to display one image on both screens or two separate sources simultaneously.
  - o USB connectivity on front wall for USB flash drive, in each room or computer located at the back of the room.
- One hand held microphone and one wireless clip on microphone in each room.
  - o Wired ceiling microphone setup:
    - For presenter voice-lift into room sound system (local sound re-enforcement).
    - Ensure AEC is set for each microphone lobe as required, all eight channels to go into each respective DSP to allow AEC control of each individual lobe.
  - o Separate mic mute button for wireless mic and another separate mute for ceiling mics
  - o Laptop connection on front wall, in each room
  - o Audio input/output on front of AV rack (AAP – XLR) in MPR 1 – confirm if line or mic level
    - Separate level control on touch panel
  - o Bring Your Own Device – wireless sharing (BYOD) solution TBD by the University.
  - o Touch panel on outside of room for room scheduling (**Coming soon**)
    - Tie into the University's Exchange Calendar and/or Google Calendar
    - General drawing provided only
  - o Ensure entire system is HDCP compliant
  - o Included HDMI feed in/out of MPR 1 AV rack via AAP
  - o Included audio feed in/out of MPR 1 AV rack via AAP
  - o Fastnet WiFi is   Innovation wifi Password – 100innovation

<mark>NEW – ALL EQUIPMENT FOR THE MPR ROOMS IS NOW KEPT ON THE 4TH FLOOR WITH PATERNERSHIPS & INNOVATION AND MUST BE SIGNED OUT AND BACK IN EACH TIME IT IS REQUIRED</mark>. **(see Janice Smith or Patsy Wiebe)**

For any equipment not returned or damaged the user(s) will be charged a replacement fee.

Meeting Room Equipment

The equipment for both MPR Rooms needs to be signed out from Partnerships & Innovation. Each MPR Room includes:

- 2 Microphones (1 hand held & 1 lapel)
- Cordless Presentation Remotes (including the mini SVUs)
- HDMI cables
- VGA cables
- Cordless keyboard
- Cordless mouse
- Conference phone

The conference phone is available from Partnerships & Innovation. There is a port in MPR 1 that the phone will need to be plugged in to, port # 181/R1F2 at the front of the room. There is a port in MPR 2 that the phone will need to be plugged in to, port # 181/R1Q2 at the front of the room.

- Phone number for Cisco audio conference phone for the MPR rooms is 204-272-1592.
- Phone number for Cisco audio conference phone located in 4th floor meeting room is 204-272-1596. See instructions on following pages or go to: https://www.cisco.com/c/en/us/td/docs/voice_ip_comm/cuipph/8832/english/userguide/cs88_b_conference-8832-user-guide.html

Video Wall Monitors

- 55" diagonal screen area
- LCD display with direct LED backlight
- HDMI 2.0 Input
- HDCP compliant display
- On/off timer
- Antiglare