



HOT DESK AND ROOM BOOKING IN THE RESEARCH HUB - GUIDANCE

BCU's Research Hub is for use by the University's PGR community and also as a staff hot-desking base for the Research Office teams.

The detail below provides guidance on the use of the space.

Hot desking facilities:

- **PGR student** hot desking (CJR003) Ground Floor
This comprises of x 16 networked workstations allowing connection to your laptop.
Desks must be booked online via LibCal* - <https://bcu-uk-pg.libcal.com/>
- **Research Office staff** hot desking (CJR001 and CJR103) First Floor
Total x20 staff networked workstations.
Desks must be booked online via LibCal* - <https://bcu-uk-pg.libcal.com/>

Room Booking in the Research Hub:

- **Seminar room (CJR004)**
 - Flexible table/chair layout allowing seminar or 'theatre' set up.
 - Available for Research Office and PGR communities to use for break-out work, researcher (staff and PGR) training, larger meetings etc.
 - Must be booked via LibCal*; all bookings will be mediated by a member of RO staff.
- **Meeting rooms (CJR005 and CJR006).**
 - Booked via LibCal* request booking ONLY and this will be mediated by a member of Research Office staff - priority being given to PGR progression / examination activity where this cannot be accommodated elsewhere on campus.

Flexible space:

- **2-person booths**
 - Available for break out work / meetings.
 - Each has a networked screen on an adjustable bracket to allow sharing of information for collaborative working and 2 (maybe 3) person meetings.
 - Booking for these spaces is not currently required.
 - X1 booth is available on the ground floor.
 - X3 booths available (primarily for RO staff) on the mezzanine landing, first floor.

***LIBCAL USAGE:**

Using the LibCal app is intended to facilitate a fair and consistent approach to sharing the space available.

Hot desks:

- Always utilise the LibCal app <https://bcu-uk-pg.libcal.com/> to pre-book a hot-desk. If you do not pre-book, availability of a hot-desk in Jennens Road cannot be guaranteed. The location of the hot-desk and IT provision available is indicated in the booking system.
- If you pre-book a hot desk but find you no longer need it, please cancel the booking using the cancellation link in your confirmation email, to free the hot desk for booking by another user.
- Please **check-in** to your booked desk on arrival using the QR codes attached to each desk or via the link in the booking confirmation email. In either case you will need to enter the code included in the confirmation email.
- Please use LibCal to **check-out** of your booked hot desk space when you have finished working and no longer require it. This frees the desk in LibCal for use by other staff
- Always be considerate of other users:
 - Leave the desk and space clear and clean after you have finished using it.
 - Do not allow your personal items to ‘spill over’ into other spaces.
 - If you have a phone or MSTeams call, please use booths where possible or use headphones to minimise disruption.

Meeting/Seminar Rooms:

- Always utilise the LibCal app to book meeting room (CJR005, CJR006) and Seminar Room (CJR004).
- Each booking request for meeting / seminar room space will be mediated by a member of Research Office staff. Priority will be given, where possible, to PGR progression / examination activity where this cannot be accommodated elsewhere on campus.
- Always be considerate of other users:
 - Leave the meeting room clear and clean after you have finished using it.

We look forward to seeing you in the Research Hub!

Dr Jenny Harding, Director of Research Innovation Gateway and Doctoral Research College

Prof Keith Osman, Director of Research Excellence

Beccy Boydell, Head of Doctoral Research College

Malcolm Waddell, Head of Post Award and Project Delivery