Information Sheet International Meeting Center (IBZ)

Room bookings:

- In the IBZ, events can be held for up to **199 persons**. The IBZ has a large event hall, a foyer with catering kitchen and counter area as well as 3 seminar rooms for 12-15 persons each. Seminar room 2/3 has got a room divider and is usually offered as a large seminar room for a maximum of 30 persons. If the room needs to be subdivided, please inform Verena Wolf/FSJ volunteer prior to your event. The rooms may not be divided by the organizers themselves!

- The organizers are kindly asked to **familiarize themselves** with the booked rooms before the start of the event to ensure that the right rooms are used. Apparently available rooms cannot be used without previous inquiry, as rooms are often booked and used at a later time of day.

- The **key** can be collected from the central gatekeeper (“Zentralpförtner”) on the day of the event with a key card. These key cards are issued by the International Office approx. 14 days before your event.

- After the end of the event, please make sure that the building is locked again. **The key must be returned** to the central gatekeeper (“Zentralpförtner”) immediately after the event.

Construction/conversion of rooms:

- Should the **side doors in the hall** be opened, please inform the control room (“Leitwarte” 0231-755 3333) or the central gatekeeper (“Zentralpförtner” 0231-755 2212) beforehand – opening the doors without prior notification triggers a silent alarm as the doors/windows function as emergency exits.

- In the IBZ, **160 chairs and 40 tables** are available. Please return the tables and chairs to their original position if you have changed the basic seating arrangement. Please do not pull chairs across the floor over longer distances to avoid potential damage of the floor. Please clean the tables after use. Cleaning material can be found in the IBZ kitchen under the sink. There are different chairs in the hall (with hooks) and in the seminar rooms (without hooks). Please make sure that the chairs in the hall are set up in rows and hooked together again at the end of the event.
Due to the limited storage space, care must be taken to ensure that objects/materials are removed immediately after the end of the event. This applies in particular to catering equipment. If items have to be stored overnight in the IBZ, please arrange this with the International Office in advance. Wagons, boxes etc. should then be placed in the vestibule in the entrance area of the IBZ. In order not to disturb the following users, the collection must be made next morning.

- Redistribute the pinboards and whiteboards over the rooms into their prior positions. Please clean the whiteboards.
- For big events, also keep an eye on the fire protection plan.
- It is not allowed to hang posters/signs on the walls of the IBZ. Signs may only be hung up on the doors if there is no participation of the Rectorate at the event. Please take down the signs/posters after your own event.

Catering:

- The IBZ is subject to the usual cleaning schedule of the university (Mondays - Fridays). On weekends, the IBZ is not cleaned. Should the event result in greater need of cleaning, it must be ensured that this is taken care of before leaving the building (see regulations for use). The floor needs to be swept clean and the tables should be wiped clean. The users are responsible for waste disposal themselves.
- If the event involves the consumption of food, coffee and other beverages, the kitchen must be reserved as well. Please note the separate terms of use for the IBZ kitchen in the application form.
- It is essential to make sure that the kitchen is left clean and tidy. Violations can result in a restriction of future use. The date of acceptance and handover of the kitchen must be agreed with the International Office.
- If catering wagons or similar should remain in the IBZ until the next day, please let Verena Wolf/FSJ volunteer know beforehand to ensure a smooth transition for the next users of the rooms.

Technical equipment:

- Get the HD projectors online: In the hall via the control panel, in the seminar room 2/3 via the controls on the wall. In seminar room 1 this can be done with the help of the mobile touchboard.
- Connect cable and laptop: Audio cables, HDMI and VGA cables are available in the IBZ (in the technical room of the hall and on the windowsill in seminar room 2/3). In addition, a laptop as well as spare cables, spare batteries and a presenter are available on request in the office of Verena Wolf/FSJ volunteer.
In the hall, the **sound system and microphones** must be turned on via the control panel in case of need. The microphones are in the technical room to the right of the stage. Check the batteries in the microphones. Use spare batteries if necessary, or use batteries from the charger in the technical room. Putting empty batteries directly back into the charger is a good idea, but please make sure that you only put rechargeable batteries into the chargers – no normal batteries.

Before (big) events, a **technical check** should be carried out. Verena Wolf or the FSJ volunteer are happy to support you – please let us know in time.

**Questions about technical equipment? Are there any problems?** Do not hesitate to contact Verena Wolf/FSJ volunteer. If they are not present and there is an emergency, please contact Mr. Aust (0231-755 6562) or Mr. Thibud (0231-755 2733) of the ITMC.

**After the event:**

- Turn off the HD projector.
- Put the cable back and return the laptop, the presenter and spare batteries if necessary.
- Turn off the sound system and microphones.
- Switch off lights, close the windows, and please do remember to lock all doors.
- Please rearrange tables and chairs into their initial positions.
- Is anything conspicuous, defective, missing etc.? Please let Verena Wolf/FSJ volunteer know.
- If you used the kitchen: Clean up the kitchen, dispose of large amounts of rubbish and empty the dishwasher.

**In case of an emergency:**

Should an **emergency** occur, the emergency call (ambulance, fire brigade etc.) must be called by the organizers! The IBZ is not connected to the automatic emergency call of TU Dortmund University. In case of an emergency, please inform the control room (“Leitwarte” 0231-755 3333). Fire extinguishers are located in the hall and the foyer. If the emergency is in the kitchen, please use only the fire extinguisher that is installed there, as it is specifically fat extinguishing!

If you have any further questions, please contact Verena Wolf from the International Office via e-mail: **ibz@tu-dortmund.de**, Tel. 755-6351