

Information Sheet International Meeting Center (IBZ)

Room bookings:

- The IBZ can host events for up to **199 people**. 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 you would like to use the room divider, please inform the IBZ team prior to your event. The room divider must not be used independently!
- The event organizers are asked to **familiarize themselves** once again **with the booked rooms** before the start of the event to ensure that the correct rooms are used. Rooms that appear to be vacant may not be used, as the rooms are often in use again at a later date.
- The **key** can be collected from the central gatekeeper (*Zentralpförtner*) on the day of the event using a key card. Key cards are issued by the International Office and will be issued approximately 14 days prior to 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 directly after each event. This also applies to events lasting several days.

Construction/conversion of rooms:

- If the **side doors in the hall** should be opened, please inform the Control Center (*Leitwarte*: 0231-755 3333) or the central gatekeeper (*Zentralpförtner*: 0231-755 2212) before the start of the event - otherwise a silent alarm will be triggered as the doors/windows are emergency exits.
- There are **160 chairs and 40 tables** available throughout the building. Tables and chairs must be returned to their original position at the end of the event if they were moved from the usual basic seating arrangement. Please do not drag chairs across the floor for long distances. Please clean tables after use. Cleaning materials are located in the IBZ kitchen, e.g., under the sink. Please note that there are different chairs in the hall (with hooks) and in the seminar rooms (without hooks).

- Due to the **limited availability of storage space**, care must be taken to ensure that items and materials are removed immediately after the end of the event and within the booking period so that the next users are not disturbed. This also applies in particular to catering trolleys, etc.
- Please distribute **pin boards and whiteboards** to the rooms as they were originally intended. Please bring along your own media case and flipchart paper. For whiteboards, use washable pens only and please clean the boards after use.
- For large events, please also refer to the **fire protection plan** in the foyer.
- **Posters/notice signs** may not be hung on the walls of the IBZ for events. Signs on the doors (glass surfaces) are possible, provided that there is no participation of the Rectorate at the event. Signs/posters have to be removed again after the event.

Catering:

- The IBZ is subject to the **usual cleaning schedule** of the university (Mondays - Fridays). The IBZ is not cleaned on weekends. Should the event result in heavier soiling, please make sure to remove it before leaving the building (see usage regulations). The floors have to be swept and the tables should be wiped down. The users themselves are responsible for the disposal of waste.
- If the consumption of food is planned for an event or if coffee and other beverages are offered, the **kitchen must be reserved**. Please note the separate terms of use for the IBZ kitchen in the application form.
- The **delivery and collection of catering** (drinks and food, etc.) must be coordinated by the event organizers themselves. Select the booking period according to the delivery and collection times. If, in exceptional cases, collection is not possible until the following day, the booking period must be extended accordingly.
- Please make absolutely sure that the kitchen is left **clean and tidy**. Violations may result in a restriction of further use. For the assignment of the kitchen, an acceptance date and a handover date must be agreed with the IBZ team.

Technical equipment:

- Turning on the **projector**: This can be done in the hall via the remote control, in seminar room 2/3 via the control unit on the wall. The mobile touchboard is located in seminar room 1.
- Connecting **cable and laptop**: Audio cables, HDMI and VGA cables are available at the IBZ (in the hall in the technical room and on the window sill in seminar room 2/3). If you need a **laptop** as well as spare cables or spare batteries, please contact the IBZ team.

- In the hall, the **sound system and microphones** must be turned on if they are needed (in the technical room to the right of the stage). Batteries in the microphones must be checked. If necessary, use spare batteries or rechargeable batteries from the charger in the technical room. Please put empty rechargeable batteries directly back into the charger. Please put only rechargeable batteries into the charger - no normal batteries.
- **Technical check:** During the event, the organizers are independently responsible for the operation of the technical equipment. Familiarize yourself with the equipment in advance, the IBZ team will be happy to assist - please arrange an appointment in good time. For special events, the [ITMC](#) can provide support, please contact the ITMC in good time at service.itmc@tu-dortmund.de or call the ITMC Service Desk (0231/755 2444).

After the event:

- Please switch off projector, sound system and microphones.
- Put the cables back and return the laptop, if necessary also the presenter and spare batteries.
- Place the tables and chairs in their usual default positions.
- Turn off the lights, close windows, lock all doors.
- If using the kitchen: Please tidy up kitchen, empty the dishwasher, and remove larger amounts of trash (see kitchen notice).
- Please inform the IBZ team if you noticed anything extraordinary, i.e. defective, missing or the like. Thank you.

In case of emergency:

In the case of any **emergency**, the emergency call (ambulance, fire department, etc.) must be called by the organizers themselves! The IBZ is not connected to the automatic emergency call of TU Dortmund University. In case of emergency, please additionally inform the Control Center (*Leitwarte*: 0231-755 3333). There are fire extinguishers in the hall and the foyer. In the kitchen, please only use the fire extinguisher that is mounted there, as it extinguishes grease!

If you have any questions, please feel free to contact the IBZ team:

ibz@tu-dortmund.de

0231-755 4690

0231-755 6350

(FSJ) 0231-755 4304