

**BOOKING  
OF**



**FACILITIES  
AND**

**COMMUNICATION  
RESOURCES**



**CHALMERS  
STUDENTKÅR**

# Booking of facilities

The general principle is that members always should have access to their student union building. Occasionally the building is occupied by large events. This brochure regards access during regular opening hours.



**Book through TimeEdit**

[cloud.timeedit.net/chalmers/web](https://cloud.timeedit.net/chalmers/web)

**Log in with your Chalmers ID - CID**

*Questions? Contact:*

[ha@chalmersstudentkar.se](mailto:ha@chalmersstudentkar.se)

## Group rooms

*For whom?*

All members.

*Info*

Users must carry and be able to present valid SU-card upon request. The SU-card is also required in order to open the rooms.

## Vera Sandberg

*For whom?*

SU-management team, council committees, committees and societies.

*Purpose*

Meetings, cooking and similar activities that requires a kitchen or meeting room.

*How to book through Google calander:*

[chalmersstudentkar.se/important-documents](https://chalmersstudentkar.se/important-documents)

## Gym hall

*For whom?*

All members.

*Reoccurring bookings*

Societies, division sport clubs and committees can have weekly reoccurring bookings during the semester.



Information  
desk

## Scania room

*For whom?*

Regulars

*Reoccurring bookings*

Societies and committees may have reoccurring bookings during the semester.

*Purpose*

The room can be used for training or conferences within the central union operations.

Book through the information desk:

[desk@chalmersstudentkar.se](mailto:desk@chalmersstudentkar.se)

TimeEdit

## Music room

*For whom?*

All members

*Reoccurring bookings*

Societies and committees may have reoccurring bookings during the semester.

*Info*

Users must carry and be able to present valid SU-card upon request. The SU-card is also required in order to open the room.

# Resources

The student union offers plenty of resources to make sure you get in touch with your audience. Most of them are located in and around the student union building at Johanneberg and are available for most volunteers within the union.

## **Book through e-mail:**

State start and end date, location, your name and who you represent.

- **Vörtpannan**
- **SAAB-Space**
- **Teknologgården**



[desk@chalmersstudentkar.se](mailto:desk@chalmersstudentkar.se)

- **Banners**
- **Table top display**
- **Core-TV**



[info@chalmersstudentkar.se](mailto:info@chalmersstudentkar.se)

## For whom?

***If nothing else is stated the areas concerns the following, called Regulars***

*Student Union Committees*

*Student Union Societies*

*Council Committees*

*Student Union Management team*

*Student Union Companies*

*Outside organizations/companies can contact Chalmers Studentkår Promotion at [sales@chspromotion.se](mailto:sales@chspromotion.se) for inquiries regarding marketing in the union building.*



### **Copper Bowl (Vörtpannan)**

*For whom?*

Regulars

*Purpose*

Ticket sales or event marketing, recruitment or similar events within the union operations. If you plan on serving food, snacks or beverages, please contact head of restaurants first, Tobias Bätz due to competitive business: [tobias.batz@chalmerskonferens.se](mailto:tobias.batz@chalmerskonferens.se)

### **Exhibition area SAAB-Space**

Between Vörtpannan and Express

*For whom?*

Exhibitors through Chalmers Studentkår Promotion and the union's own companies.

*Purpose*

Businesses aimed at Chalmers students.

### **Teknologgården**

*For whom?*

Regulars

**Scroll down for images**





Copper Bowl (Vörtpannan)



Exhibition area SAAB-Space



Teknologgården





### **Banners - Olgas Stairs**

*4 single sided banners*

Rec. dimensions: min 2 x1 m and max. 4 x 1,3 m.

Time: max 2 weeks

*For whom?*

Regulars + division committees and societies.

### **Banners on the front (Scania room)**

*2 single sided banners*

Dimensions: 1 x 5–7 m.

Attachment method: Silicon keder (approx. 7,5 mm)

Time: max 2 weeks

*For whom?*

SU-management team, council committees and SU-committees.

### **Banners - Kyrkan balcony**

*1 single sided banner*

Dimensions: 3 x 1m.

*For whom?*

SU-management team and council committees.

*Purpose*

Elections and similar.

### **Banner - SU building Lindholmen**

*1 single sided banner*

Dimensions: approx. 3 x 1m.

Time: max 2 weeks.

*For whom?*

Regulars + division committees and societies.



Banners - Olgas Stairs



Banners on the front (Scania room)



Banners - Kyrkan balcony



Banners - SU building Lindholmen



### **Table top displays - Student union restaurant**

Ca 30-40 pc

Format: A6.

Time: max 2 weeks

*For whom?*

Regulars

#### ***Info***

User is responsible for pickup and return of the displays as well as inserting and removing printed matter in them. This can be done one day ahead of booking date, after 14:00.





## Core-TV - Screens

Union building (Qty: 5), Library (Qty: 1), EDIT (Qty: 1) and Lindholmen (Qty: 1)

Time: max 1 week  
(10 seconds per cycle, also maximum for movies)

### *For whom?*

All societies, committees and student divisions who addresses all members.

Booking: at least 3 days in advance

Dimensions: jpeg / png 1920x1080 pixels. Transparent background cannot be displayed on these screens.

Each image must have a footer stating "En del av Chalmers Studentkår" in Open Sans 48 punkter, centre alignment on black background, white text.

If the image contains company logos a fee applies, contact [sales@chspromotion.se](mailto:sales@chspromotion.se)

Movie format is accepted, no audio can be played.





## Students wanted, web page advertising

For whom?

Regulars

### Get login

Ask for login and password from the communications team: [info@chalmersstudentkar.se](mailto:info@chalmersstudentkar.se)

All ads must have an end date and you are responsible for taking down the ad yourself.



CHALMERS  
STUDENTKÅR

MENU

#### AVAILABLE ASSIGNMENTS



The union committees, societies and companies are constantly looking for new talents. The assignments may vary from a light involvement to sabbatical trustee work. Voluntary work are generally considered valuable for employers and it's the perfect way to learn more about your union, get new friends and acquire fresh skills.

Nothing here for you right now? Check out [Get involved](#) and explore thousands of other opportunities.

*Want your assignment to be posted here?*

### Valberedning 17/18 sökes!

Valberedningen är den nämnd inom kåren som har till uppgift att bereda val till kårledningen, kommittéer och andra poster som väljs av fullmäktige och kårstyrelsen. Rent praktiskt innebär detta att valberedningen samlar in ansökningar till dessa poster och sedan gör intervjuer med de sökande, varpå de lämnar sin nominering till den part som skall välja in posten. Valberedningen har därför ett mycket stort inflytande på vilka det är som skall vara med och bestämma om kårens verksamhet och att vara med i valberedningen är ett av de viktigaste uppdragen inom kåren.

Genom uppdraget kommer du dels att få erfarenhet av rekryteringsprocesser men även kunna förbättra din intervjueteknik och träffa många andra drivna studenter.

#### KONTAKT

För intresseanmälan eller frågor hör av dig till [valberedningen@ch.s.chalmers.se](mailto:valberedningen@ch.s.chalmers.se). Inval sker på konstituerande fullmäktigemötet den 24/5.



## Posters

The SU building has two main billboards, one by the restaurant and the other next to the copper bowl. The smaller board next to Express are for SU and council matters only.

### *Who can post?*

All boards are for activities within the student union. The communications team have the right to remove material and are responsible for maintenance.





### Things to consider

- ▶ Be prepared and plan ahead. The slots are popular. No bookings accepted earlier than 3 months ahead.
- ▶ Images for Core-TV are only accepted in correct format and ready to publish.
- ▶ Be including. Publish important information in English and don't forget accessibility information.
- ▶ The communications team may decline any material considered offensive, inappropriate or illegal.

### Logos and more

- ▶ The communications team are glad to help you reach a bigger audience and can give you advice, feedback and inspiration to enhance your event. Drop by our office opposite J.A. Pripss.
- ▶ Book a 30 minute meeting with us and we can help you with any communication issues you might run into.
- ▶ If you plan on using the union logo please e-mail [info@chalmersstudentkar.se](mailto:info@chalmersstudentkar.se) to get the right one and the entire manual for the brand identity.





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