BOOKING OF FACILITIES AND COMMUNICATION RESOURCES
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

Log in with your Chalmers ID - CID

Questions? Contact: 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

Gym hall

For whom?
All members.

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

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
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

- Banners
- Table top display
- Core-TV

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 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

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
Copper Bowl (Vörtpannan)

Exhibition area SAAB-Space

Teknologården
**Banners - Olgas Stairs**

4 single sided banners  
Rec. dimensions: min 2 x 1 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 1 m.  
*For whom?*  
SU-management team and council committees.

Purpose  
Elections and similar.

**Banner - SU building Lindholmen**

1 single sided banner  
Dimensions: approx. 3 x 1 m.  
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  
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

Movie format is accepted, no audio can be played.
Students wanted, web page advertising

For whom?
Regulars

Getting login
Ask for login and password from the communications team: info@chalmersstudentkar.se

All ads must have an end date and you are responsible for taking down the ad yourself.
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. Pripps.
- 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 to get the right one and the entire manual for the brand identity.