



**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)

*Questions? Contact:*  
[ha@chalmersstudentkar.se](mailto:ha@chalmersstudentkar.se)

TE

## 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.

Google  
calendar

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

TE

## 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)

TE

## 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.

# Booking of 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



Booking binders  
(placed on top of the mail boxes)

## Who can book?

- **All members**
- **Regulars, listed below**
- **Others, clearly stated in the info**

*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)**

#### ***Eligible***

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

#### ***Eligible***

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

#### ***Purpose***

Businesses aimed at Chalmers students.

### **Teknologgården**

#### ***Eligible***

Regulars

#### ***Purpose***

Any kind of happening or event. Don't block the fire exits, fire truck must be able to drive to the building front without obstacles. 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)

### **Book through**

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



Copper Bowl (Vörtpannan)



Exhibition area SAAB-Space



Teknologgården





### **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 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



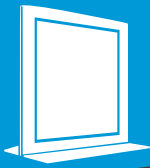
Banners on the front (Scania room)



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**

The displays are located in Kårrestaurangen and are usually distributed around the tables. If you can't find them, ask a staff at the restaurant for "Bordsryttare". Placement can be done after 14:00 the day before the booking or before 10:30 or on the starting day of your booking.





## Student union app



Format:

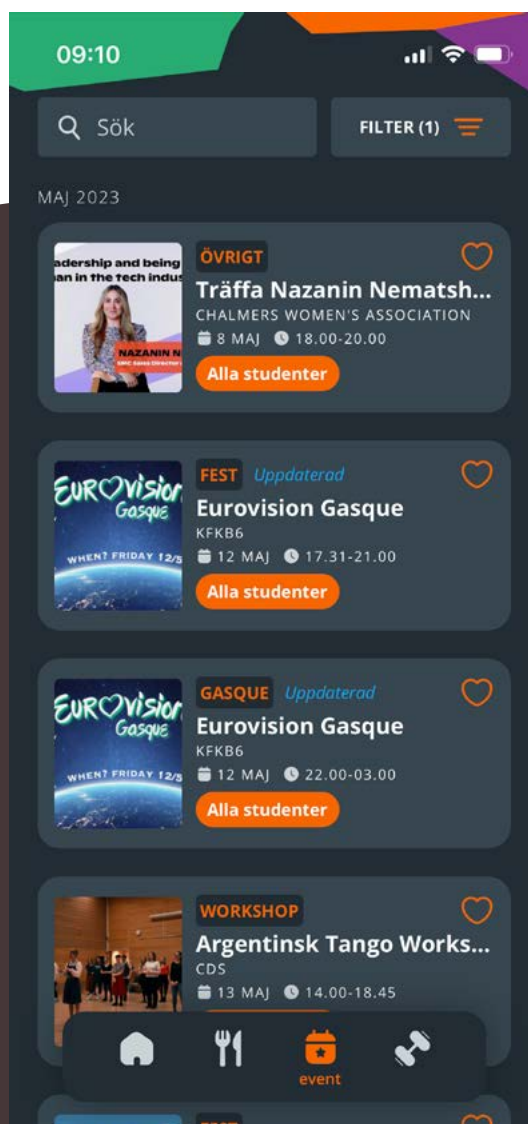
Time:

*For whom?*

Regulars + division committees and societies.

### Info

<https://forms.gle/K6eBeww8Dc96cbb37>



## Student union newsletter

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.



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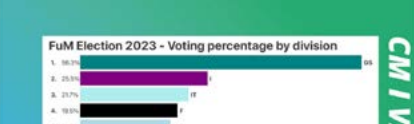


English

**Hej!**


Cortègebygget i full gång vilket bara betyder en enda sak. Campus lever och våren är här för att stanna. April och maj är normalt två månader fyllda av väldigt stora evenemang, det absolut största är dock inte Cortègen utan ett annat. Det kan du läsa mer om i månadsbrevet.

Headerfoto: Erik Aerts, CFC



Division	Voting percentage
1.	18.5%
2.	25.0%
3.	21.7%
4.	19.1%
5.	15.7%

STUDENTS WANTED



**Vill du gå på alla stora event och fånga det på bild?**

Är du intresserad av att filma eller fota? Eller vill du bara veta mer om vad vi håller på med i CFC? Nu är det snart dags för oss att dra igång vår aspring. Håll utkik på sociala medier för mer information, eller gå med i asprgruppen.

From: CFC

[Till facebookgruppen](#)



### Core-TV - Screens

Union building (Qty: 5), Library (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.



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MENU



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.

## 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@chs.chalmers.se](mailto:valberedningen@chs.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.

### *Who can post?*

All boards are for activities within the student union. Posting rules and eligible senders are found at each board. The communications team have the right to remove material and are responsible for maintenance.





### Please consider

- ▶ Be prepared and plan ahead. The slots are popular.
- ▶ 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](mailto:info@chalmersstudentkar.se) to get the right one and the entire manual for the brand identity.



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