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

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 require 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
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.

When booking 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

Booking binders (placed on top of the mail boxes)

info@chalmersstudentkar.se

• Core-TV
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 vd@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 the restaurant first, due to competitive business: bokning@chalmerskonferens.se

Exhibition area SAAB-Space

Between Vörtpannan and J.A. Pripps

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

**Purpose**
Businesses aimed at Chalmers students.

Teknologården

**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 the restaurant first, due to competitive business: bokning@chalmerskonferens.se

**Book through**
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 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*
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

For whom?
Regulars

Info
It is released around the 25th of every month (except June).

Invitations to participate are sent out around the 10th of every month.

All news needs to be sent in both Swedish and English.
Core-TV - Screens

Union building

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.

Send image together with dates to: info@chalmersstudentkar.se

If the image contains company logos a fee applies, contact vd@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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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 aquire fresh skills.

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

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**Valberedning 17/18 sökes!**
Valberedningen är den nämnd inom kären som har till uppgift att bereda val till käledningen, kammittor 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 nyttaende på vilka det är som skall vara med och bestämma om kärens verksamhet och att vara med i valberedningen är ett av de viktigaste uppgåren inom kären.

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

**KONTAKT**
För intresseanmälan eller frågor hör av dig till 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 inclusive. 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.