



**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.

TE

Book through TimeEdit

cloud.timeedit.net/chalmers/web

*Questions? Contact:
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 calander:
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



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.

When booking through e-mail:

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



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

- **Banners**
- **Table top display**
- **Panorama**



desk@chalmersstudentkar.se



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 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.

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 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 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

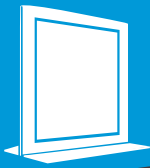


Table top displays - Student union restaurant

Ca 30-40 pc

Format: A6.

Time: max 2 weeks

For whom?

Regulars

Info

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.





Panorama, Student Union building

Format: 3840 x 1080.

Time: max 1 week

For whom?

See guide

Info

We put together a seperat guide for Panorama.

Click here to get there or go to
chalmersstudentkar.se/documents



Student union app



Format:

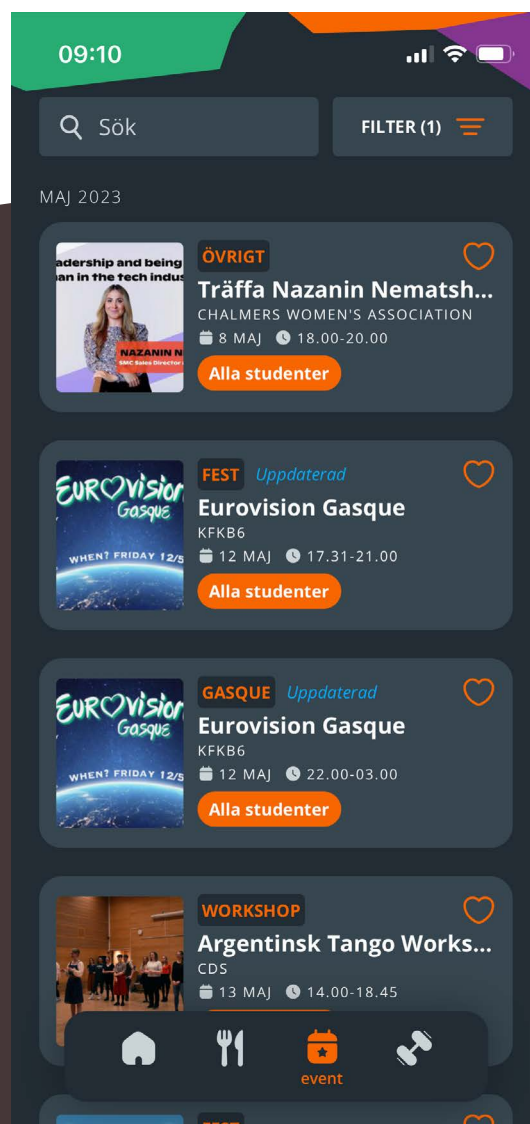
Time:

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.



CHALMERS
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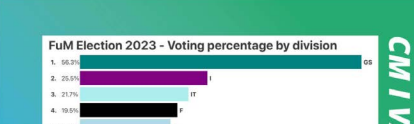
MEMBERSHIP
NEWS

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 Cortégen utan ett annat. Det kan du läsa mer om i månadsbrevet.


Headerfoto: Erik Aerts, CFPC



Division	Voting percentage
1.	96.9%
2.	25.0%
3.	21.7%
4.	19.0%
5.	18.3%

CM I V

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 CFPC? 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.

Foto: CFPC

Till facebookgruppen



Students wanted, web page advertising

For whom?

Regulars

Get login

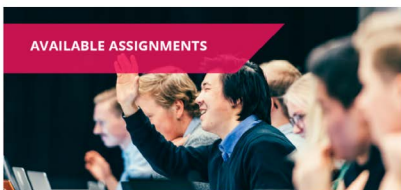
Ask for login and password from the communications team: info@chalmersstudentkar.se

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



CHALMERS
STUDENTKÅR

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. Inval sker på konstituerande fullmäktigemötet den 24/5.



Posters

The SU building has three billboards: one for communication with international students on the third floor, one by Motionshallen for everything sports-related, and one for all communication by Kårrestaurangen.

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 Panorama 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.



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