

# GUIDELINES FOR MEETING ROOMS

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It is our priority to create and maintain a world class coworking space where Norrskan members feel inspired, enabled and productive. Since meeting rooms are offered to you at no extra cost, we need your collaboration to optimize resource utilization.



## CONFERENCE ROOMS

- 4 people and above
- use other premises for 4 hour meetings & repeating workshops



## GLASS HOUSE

- 30-90 min/meeting
- GH 1.12-1.13: no dogs
- GH 2.7 - 2.13: reserved for drop-in meetings



## SPRINT ROOMS

- reserved for tech product teams to code
- max time: 2 weeks/team
- get consent from Norrskan team for repetitive bookings



## SKYPE BOOTHS

- use for video conferences
- book through the portal



## RESPECT FOR OTHERS

- do not book extra hours "just in case"
- do not occupy meeting rooms as a private office before/after meetings



## END MEETING EARLY

- cancel remaining time
- if the rooms is empty, you can take over the booking 10 min into the scheduled time



## BOOKED YET EMPTY ROOMS

- help us establish a responsible culture by contacting the organiser/Norrskan team if you see a booked yet unused room



## WORK UNDISTURBED

- use the library