



Usage Concept of the DSI Rooms

SOC, DSI Center

Managing Office Digital Society Initiative

Validity: From 01.11.2019

1 Introduction

This usage concept of the DSI is valid from 01.11.2019 and applies to all users of the DSI premises. As this is a first-time occupancy of the new premises, the overall situation – including the DSI offers and regulations – will be re-evaluated and revised after an initial phase of about half a year, i.e. presumably in summer 2020.

2 Persons

2.1 Badges

The Managing Office keeps a list of all persons who have access to the DSI by a UZH access card or a visitor badge. In principle, these are all DSI employees (board of directors, DSI (assistant) professors and DSI employees), UZH employees who need regular access (internal), and DSI Fellows (external). Any other access, whether from internal or external persons, is not authorized by badge, but individually, i.e. via the doorbell.

2.2 Lockers

The Managing Office keeps a list of all persons who use a locker. When a key is handed over, a deposit of CHF 100, a copy of an identity card and the private address are required.

The following persons are entitled to use a locker:

- DSI employees
- DSI Fellows

The key must be returned within 5 working days after the end of the employment or the Fellowship. Furthermore, no perishable food may be stored in the locker.

3 Rooms

3.1 Offer

The following rooms can be booked:

- Meeting room SOC-E-006 (20 persons, MS Surface Hub)
- Meeting room SOC-E-008 (12 persons, MS Surface Hub)
- Seminar room SOC-E-010 (86 persons, beamer, screen)

The meeting rooms SOC-E-007a, SOC-E-009c, SOC-E-010d and the corridor can also be used ad hoc. The MS Surface Hubs must be booked separately (see section 4).

3.2 Reservations

Reservations are prioritized as follows:

1. DSI Board of Directors and Managing Office
2. DSI Communities and Fellows
3. DSI members
4. Partners (ITSL, Blockchain Center, DIZH, etc.)

In the initial phase (at least until June 2020), no reservations or usage by other UZH bodies or external parties are planned. The use by further UZH parties and external persons always requires a reservation by one of the four parties mentioned above, which also assumes the responsibility for the event. The situation will be re-evaluated in the first quarter of 2021.

The rooms of the DSI can only be booked for events in the context of "Research & Teaching".

Reservations are made via the booking tool on the DSI website (link follows) and is confirmed by the DSI office.

Room reservations can only be made for the current semester, i.e. a maximum of 6 months in advance.

3.3 Times

The rooms can be booked between 8:00 and 17:00. If bookings are made for an event during the lunch break, the person responsible for the booking must inform himself or herself in advance, i.e. two weeks before the event, about the access to the rooms. The same applies to bookings after 17:00, which must always be made in accordance with the DSI Managing Office (e.g. for larger evening events).

3.4 Access

Access to the DSI is granted via the UZH access card or a visitor badge. Users must follow the instructions of the DSI Managing Office. The badge is personal and cannot be passed on to third parties.

A visitor badge is issued against a signature. If the visitor badge is not returned within 5 working days after the end of the Fellowship or the event, a fee of CHF 100 will be charged.

3.5 AV and light

Handling is carried out according to the instructions given by the DSI Managing Office. The DSI does not receive any support from the UZH Facility Management, as the premises are self-administered. In case of any problems only the DSI Managing Office can be contacted between 8:00 and 17:00.

3.6 Catering

Catering may only be obtained from the ZFV.

3.7 Order

The rooms are to be left in their original state after each event. In addition to the points listed here, the general house rules of the UZH apply.

3.8 Fees

In the event of non-compliance with the specifications of the DSI office, fees will be charged for additional expenses. In addition, the faulty user may not make use of the premises again until at least 3 months later.

4 Devices

4.1 Offer

In future, the following devices can be booked:

- 2 MS Surface Hub

Currently, they are not set up yet for the use within the UZH network. More information will follow.

4.2 Reservation

Reservations are prioritized as follows:

1. DSI Board of Directors and Secretariat
2. DSI Communities and Fellows
3. DSI Members
4. Partner (ITSL, Blockchain Center, DIZH, etc.)

In the initial phase (at least until June 2020), no reservations or usage by other UZH bodies or external parties are foreseen. Usage by other UZH parties and external persons always requires a reservation by one of the four parties mentioned above, which also assumes the responsibility for the event. The situation will be re-evaluated in summer 2020.

The reservation is made via the booking tool on the DSI website (link follows) and is confirmed by the DSI office.

Reservations for equipment can only be made for the current semester, i.e. a maximum of 6 months in advance.

4.3 Times

The devices and the rooms can be booked between 8:00 and 17:00. If bookings are made during the lunch break, the person making the booking must inform himself or herself in advance, i.e. two weeks before the event, about possible access and the usage of the devices. The same applies to bookings after 17:00, which must always be made in consultation with the Managing Office (e.g. for larger evening events).

4.4 Handling

Handling is carried out in accordance with the instructions given by the DSI Managing Office. The DSI does not receive any support from the UZH Facility Management, as the premises are self-administered. In case of problems only the DSI Managing Office can be contacted between 8:00 and 17:00-

4.5 Fees

In the event of non-compliance with the specifications of the DSI office, fees will be charged for additional expenses. In addition, the faulty user may not make use of the devices again until at least 3 months later.

5 Workspace

5.1 Offer

- Desks in the Co-Working Space (SOC-E-009)
- Workspace in the Event Room (SOC-E-010), if no events are planned

5.2 Reservation

Initially the principle will be: First come, first serve. After the initial phase (at least until June 2020), a new evaluation will be made as to whether a booking system is required for the workspaces.

5.3 Rules

- Co-working desks must always be left clean.
- People are working in the Co-Working-Space. A quiet atmosphere is therefore necessary. Telephone calls can be made with a calm voice (i.e. at an appropriate volume). If this is not possible, the call must be made in a meeting room or the corridor.
- The DSI does not provide any material (especially computers), that means: Please bring your own supplies (device).
- We are friendly and polite and expect the same from all users.
- Cables, furniture, etc. of the DSI remain on site.
- Missing or damaged equipment will be charged.
- Please do not eat at your desks. The kitchen and the corridor are available for this purpose.

- Please keep the kitchen clean. Food supplies are to be labeled (name, date). Any unlabeled and food, that is older than one week, will be disposed by the DSI Managing Office without consultation.
- The last co-worker in the evening is responsible for turning off the lights and locking the door.

6 WLAN and Printer

6.1 WLAN

The following WLAN networks are available:

- *uzh* - for UZH members
- *eduroam* - for university members of other institutions participating in eduroam
- *public* - for external guests
 - Guests working long-term at the DSI (e.g. DSI Fellows) can apply for an account. For this purpose, please contact the DSI Managing Office. The information required is first name, name and date of birth¹.
 - Guests working short-term at the DSI (e.g. day guests, visitors to an event, etc.) can apply for WLAN access for day guests. For this purpose, please contact the DSI office².
- *uzh-guest* - for external guests
 - Guests can authenticate themselves using an SMS code. If the WLAN *uzh-guest* is selected, a pop-up window appears explaining the further steps required. It is important to accept the terms and conditions first. Only then the mobile phone number can be entered for authentication purposes.

6.2 Printer

The printer is located in the Co-Working Space in room SOC-E-009b. The IP address of the printer is written on the printer and can be used to install the printer locally on your own laptop. Printing is only possible using the *uzh* and *public* networks.

If it is not possible to install the printer, either the DSI Managing Office can help, or files can also be printed via a USB stick.

¹ DSI Managing Office: Forward to IT Support.

² DSI Managing Office: <https://www.zi.uzh.ch/de/staff/workplace-collaboration/network/guest.html>