



Digital Society Initiative

Appendix "Use for Conferences"

SOC, DSI Center

Managing Office of the Digital Society Initiative

Valid from 01.11.2019

1 Introduction

This appendix "Use for conferences" to the DSI's usage concept is valid from 01.11.2019 and applies to all users of the DSI premises. The following sections show the conditions under which the DSI event room can be booked for conferences, summer schools/winter schools and workshops.

2 Rooms

2.1 Room offer

The following rooms can be booked for conferences:

- 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)

As a general rule, only two rooms can be booked for a conference at the same time in order to continue to meet the need of the present DSI researchers for meeting facilities.

2.2 Number of participants

Only a maximum of 80 people are allowed to participate in a conference, otherwise the room capacity of the entire DSI will be exceeded.

2.3 Reservations

Only the offices specified below receive permission for use and thus reservation permission. Use by other UZH offices and external parties requires a reservation by one of the four offices listed below.

Reservations for conference or workshop purposes are prioritized as follows:

1. DSI Directorate and Office
2. DSI Communities and Fellows
3. DSI members
4. partners (ITSL, Blockchain Center, DIZH, etc.)

The rooms of DSI are only available for events in connection with "Research & Teaching".

2.4 Reservation hours

The DSI rooms can be booked on working days between 8:00 and 17:00. The person making the booking has to take care of the access himself. The DSI office is not responsible for this and does not take the initiative regarding access, catering, etc. in the case of reserved rooms.

2.5 Access

Access to the DSI is via the UZH or a visitor badge. Users must follow the instructions of the DSI office. The badge is always personal and may not be passed on to third parties.

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

2.6 AV and Light

DSI rooms are handled in accordance with instructions from the DSI office. The instruction must be planned and scheduled well in advance. The DSI does not receive any support from the UZH operations service, as the premises are self-administered. In case of problems, only the DSI office can be contacted between 8:00 and 17:00.

2.7 Catering

Catering may only be obtained from the ZFV and must be organized and scheduled by the person making the reservation. The DSI office is neither responsible for the organization of the catering nor for its realization.

2.8 Order

The premises must be left in an orderly condition after each event. In addition to the points listed here, the general house rules of the UZH apply.

2.9 Fees

In case of non-compliance with the requirements of the DSI office, fees for additional expenses will be charged. In addition, the noncompliant user may make use of the premises again in 3 months at the earliest.

3 WLAN

3.1 WLAN

The following WLAN networks are available for conference visitors:

- uzh - for UZH members
- eduroam - for members of other institutions that participate in eduroam
- 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 with an explanation of the further necessary steps. It is important to accept the terms and conditions first. Only then can the mobile phone number be entered.