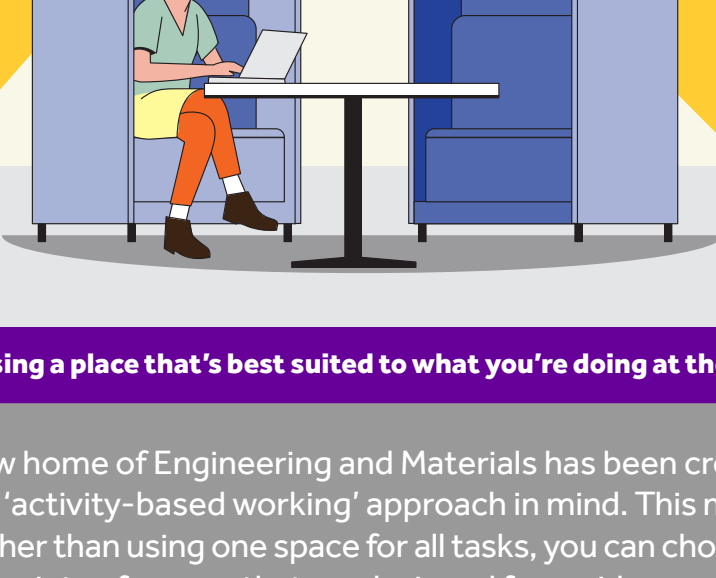


Welcome to your workplace



Choosing a place that's best suited to what you're doing at the time

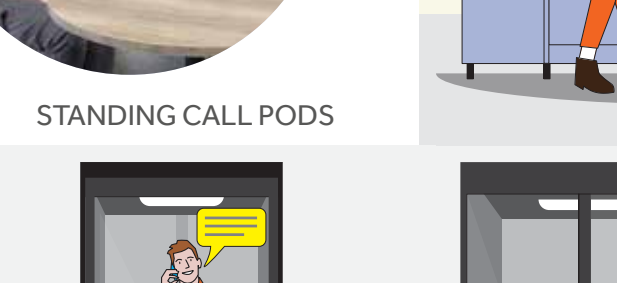
The new home of Engineering and Materials has been created with an 'activity-based working' approach in mind. This means that rather than using one space for all tasks, you can choose from a variety of spaces that are designed for a wide range of different activities – whether that's a confidential meeting, a quick phone call, impromptu meeting with a colleague or student, or just getting on with reading and writing.

Let's look at the different spaces...

Individual working

Different people prefer different spaces for individual tasks such as focused reading time, writing and thinking. You can choose from informal meeting spaces, social spaces, the café, desk spaces and quiet working rooms.

If you don't want to be interrupted, choose a desk space or quiet working room



A QUIET DESK SPACE

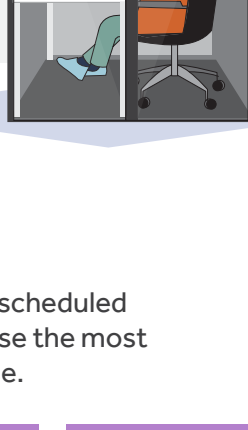
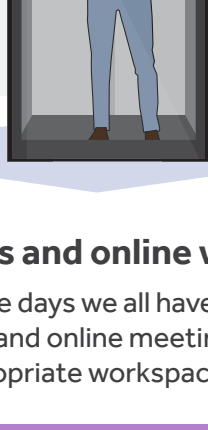


STANDING CALL PODS

A SEMI-ENCLOSED SPACE



ENCLOSED CALL PODS



Consider the needs of others working around you

Calls and online working

These days we all have ad hoc calls, scheduled calls and online meetings, just choose the most appropriate workspace to take these.

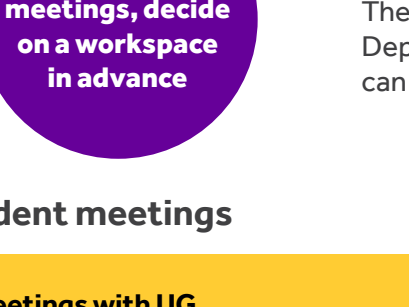
Telephone and online calls

Four-person meeting rooms and call pods are private, and make a great choice for this activity. Or why not try one of our enclosed booths in the open plan workspace.

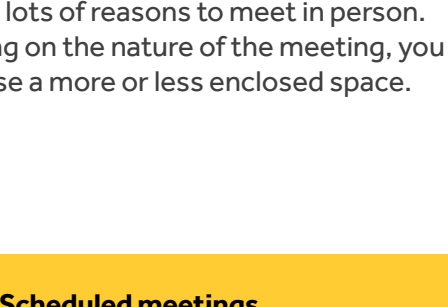
Online meetings and video conferences

These activities are best suited to a bookable four-person meeting room or a meet and teach room, or use a call pod.

TWO-PERSON MEETING POD



ENCLOSED FOUR-PERSON MEETING ROOM



For scheduled meetings, decide on a workspace in advance

In-person meetings

There are lots of reasons to meet in person. Depending on the nature of the meeting, you can choose a more or less enclosed space.

Student meetings

Meetings with UG and PGT students

These can be held in bookable meet and teach rooms, café spaces, the Student Hub or informal meeting and study spaces on the Ground to Third floors of Engineering Buildings A and B.

Scheduled meetings

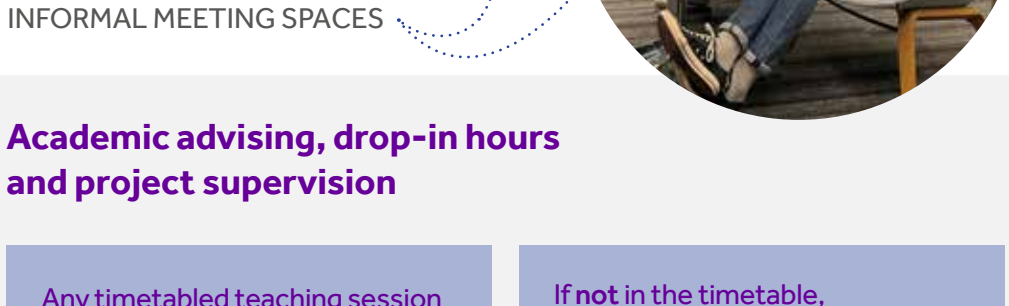
Can be arranged as part of the timetable. Any timetabled teaching session will have a meet and teach room automatically booked by the **Faculty Timetabling Team**. Meet and teach rooms for ad-hoc teaching or meetings on **Resource Booker**

Supervision meetings

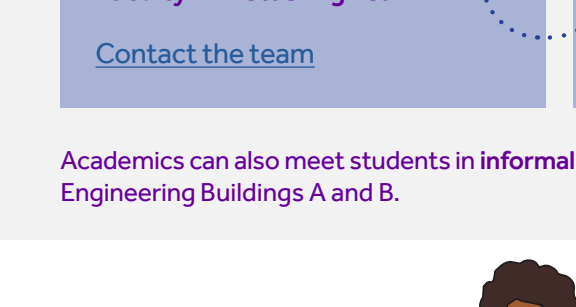
UG and PGT students undertaking research projects can have supervision meetings in the four-person meeting rooms in the workspace. Students will not have access to the enter the workspace. Students may therefore contact you over Teams, by email, phone or in-person after a lecture or seminar.

Student support hubs

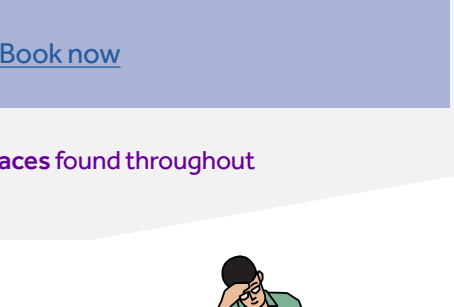
Found in the Engineering Building A, the Hub offers a mix of open and enclosed meeting spaces. These spaces don't need to be booked.



SOCIAL SPACE



INFORMAL MEETING SPACES



Academic advising, drop-in hours and project supervision

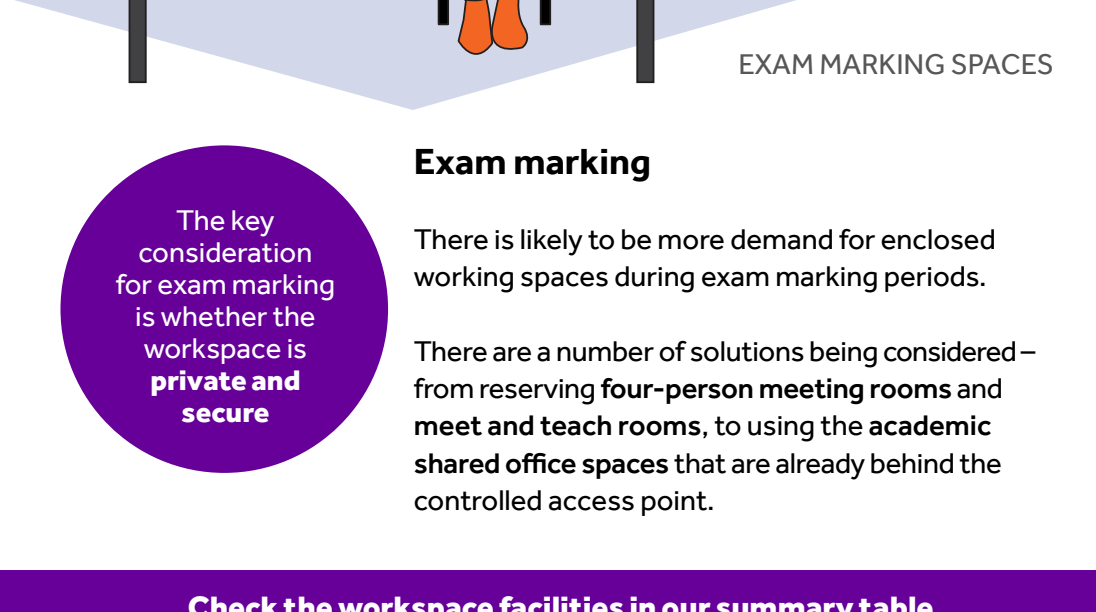
Any timetabled teaching session will have a meet and teach room booked automatically by the **Faculty Timetabling Team**.

[Contact the team](#)

If not in the timetable, you can book a meet and teach room through **Resource Booker**.

[Book now](#)

Academics can also meet students in informal spaces found throughout Engineering Buildings A and B.



EXAM MARKING SPACES

Exam marking

The key consideration for exam marking is whether the workspace is private and secure

There is likely to be more demand for enclosed working spaces during exam marking periods.

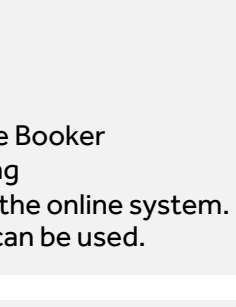
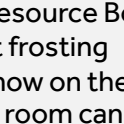
There are a number of solutions being considered – from reserving four-person meeting rooms and meet and teach rooms, to using the academic shared office spaces that are already behind the controlled access point.

Check the workspace facilities in our summary table

Four person meeting room

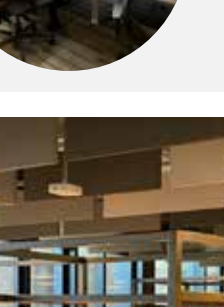
Table and 4 chairs. Some have additional

Bookable!



Bookable? Yes – with academic priority
Private? Fully enclosed with frosting for visual privacy
Available? List on the outside of room shows availability.

Available if free!



Informal meeting spaces

Seat and table/ laptop shelf

Bookable? No
Private? No – mix of open and semi-enclosed spaces
Available? If no-one is using it, it is available.

Call pods

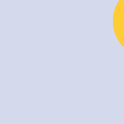
Table, seating and sound-absorbing material

Available if free!



Bookable? No
Private? Fully enclosed with frosting for visual privacy
Available? If no-one is using it, it is available.

Bookable!

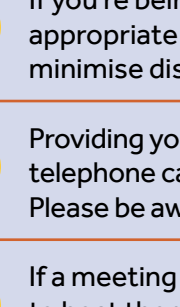
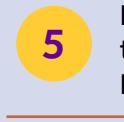


Meet and Teach rooms

TV screen and whiteboards

Bookable? Yes – use the Resource Booker
Private? Enclosed without frosting
Available? Bookings will show on the online system. An unbooked, unoccupied room can be used.

Be considerate!



Desk space

Local IT set-up

Bookable? No
Private? No
Be considerate! Consider those around you



INFORMAL STUDY SPACES

Ten Guiding Principles for using the workspace

- The workspace is available to staff and PGR researchers working in the new home of Engineering and Materials. Access is through a swipe card, making it a secure environment for all.
- The space is for the whole community, so consider the needs of those working around you
- Plan your day and find the best space for each activity
- If you're being disturbed by someone else then just say. It's entirely appropriate to ask someone to move to a more suitable space to minimise disruption.
- Providing you use a headset, participating in online meetings, taking telephone calls and conference calls may be conducted from your desk. Please be aware of those around you so as not to be disruptive.
- If a meeting involves a lot of people or may be loud it may be best to host them in an informal space. You shouldn't approach someone if they are in the middle of a meeting. These spaces are flexible and can also be used for working alone or unplanned meetings.
- Give everyone a fair chance to use non-bookable spaces
- Please keep enclosed meeting and call spaces free for larger, potentially louder meetings
- Four-person meeting spaces must be booked in advance. If the space is not used within ten minutes of the booked time, it will be freed up for others to use.
- Academic shared offices are only accessible to the four designated occupants, who will each have a key.

Got a question?

Email us askMECD@manchester.ac.uk

Find out more <https://www.staffnet.manchester.ac.uk/fse/meecd/workspace/>