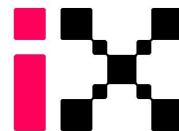


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v6 2024

I-X Handbook

Welcome to I-X. We are an interdisciplinary College initiative bringing together staff and students with expertise in AI, machine learning, data science, and digital technologies. We hope you enjoy working from or visiting our office. In this handbook, we've pulled together some information about working on level 5 and level 6 that you might find helpful.

I-X days

We aim for I-X to be a Centre for events and networking around AI, but we recognise that some people will also need to work from other locations. We have implemented Tuesdays and Thursdays as 'Core I-X days' – regular days where we encourage users to be present within I-X. These will be the common days when more events, talks and seminars will be taking place and where networking and collaboration opportunities will be greater.

Office Etiquette

The I-X offices are a professional working space for Imperial staff and students that also welcomes internal and external guests every week. Please treat the offices and your colleagues with respect by keeping your desk and area clean and tidy, taking dirty crockery to the kitchen and loading them in the dishwasher. We do not expect to see anyone sleeping on sofas or using spare chairs to dry their sports clothes, for example.

We appreciate your cooperation in making the office a nice place for everyone to work from.

Please keep these guidelines in mind to ensure a harmonious workplace:

- 1. Respect Personal Space:** Be mindful of your colleagues' workspace. Give them the space they need to concentrate and work effectively.
- 2. Noise Levels:** Maintain a moderate noise level in the open plan areas. Remember that some tasks require deep concentration, and excessive noise can disrupt workflow. Please keep conversations at a reasonable volume and consider using designated breakout areas for louder discussions.
- 3. Conversation Etiquette:** Engage in conversations with consideration for those around you. If you need to have a lengthy discussion, consider moving to a more private area or using designated meeting spaces.
- 4. Visitor Etiquette:** When showing visitors around the office, be mindful of noise levels. Avoid speaking loudly or creating disruptions while giving tours.
- 5. Cleanliness:** Keep your workspace clean and tidy. Remove dirty dishes from your area and load into the dishwasher. Dispose of trash properly and be considerate when using shared resources like printers and kitchen facilities, making sure to clean up after yourself.
- 6. Meetings:** Reserve meeting rooms for discussions that require privacy or may be disruptive to others.
- 7. Breakout Areas:** Utilise designated breakout areas for casual discussions, brainstorming sessions, or taking breaks. These spaces are designed to accommodate more dynamic conversations.
- 8. Feedback:** If you have any suggestions for improving our open office environment, please share your feedback with the operational team.

Facilities

Kitchens - Level 5 and Level 6:

Kitchens are available for everyone to use however please be aware that on occasion, we may reserve a small area on either floor for events and/or catering.

On both floors, we provide a fully functional coffee machine, a variety of teas, brown/white sugar and semi-skimmed UHT milk, which are visible on all kitchen counters and shared fridges. Although monitored regularly, please do alert the Ops Team if you experience any issues with the equipment.

There is filtered hot and cold water from Zip taps in all kitchens. To operate these, hold down on either the red or blue button.

There are also dishwashers located under the kitchen counters which will display a status sign on the front - 'clean', 'dirty', or 'on'. Please load your dishes accordingly and do not leave crockery piled up on the sides or in the sink.

There are also vending machines which are restocked regularly by Selecta. Please be aware we are not responsible for the vending machine but if you have any issues with it, a member of the Ops Team will reach out to them to rectify.

Bathrooms -

Level 5:

Bathrooms are located opposite the lifts. You will need your swipe card to enter back into level 5. Bathrooms are cleaned daily by I-HUB's housekeeping team. If you notice any defects or problems with these bathrooms, please let the Ops Team know who will then raise the issue with building facilities management.

Level 6:

There are bathrooms located opposite the lifts on level 6, which again are cleaned daily by I-HUB's housekeeping team. You will still need your swipe card to enter back into level 6.

There are also bathrooms located in the north core of the floor in Zone A.

Mail -

All post and packages addressed to I-X, I-HUB are delivered to the server room at the back of the office on level 5. If your delivery hasn't arrived, please reach out to the mail room team: fm_tih@imperial.ac.uk

Printer + Copier -

There is a printer + photocopier located in the server room on level 5. You will need to reach out to ICT to get your Imperial ID card activated for this printer:

Model: HP Color LaserJet Managed MFP E87650dn Plus

Name: HPPRT-LJ0215

Serial No: CNC1L8R02M

Stationary -

Essential stationery is also provided within the server room (paper, staplers, scissors, wipes etc). If you require anything more specific, please contact your departmental administrator to order. I-X at the I-HUB is listed as a delivery option on ICIS.

Access Cards

Although we are within an Imperial building, the I-HUB is not on the same access control system as other college buildings. Users of level 5 who will be in the office at least three times a week can apply for an I-X ID card; This will give you access to the I-HUB 24/7.

If you are planning to be in the office less than this, you can register as a visitor on the Sine visitor registration platform in reception. This will allow you to receive an access pass each time you visit. Please note, these passes need to be returned to Front of House at the end of each day as if not returned, they will be deactivated for security reasons. Please contact the Ops Team to organise either option.

Level 5 Meeting Rooms, Hot Desks & Hot Offices

Meeting Rooms -

We have four bookable meeting rooms on level 5 – **I-X Meeting Room 2** (capacity 6), **I-X Meeting Room 3** (capacity 10), **I-X Meeting Room 4** (capacity 10) and **The Conference Room** (max capacity 45). You can book Meeting rooms 2, 3 and 4 by searching for the rooms calendar in Outlook and adding it to the calendar appointment. If you would like to book The Conference Room for a meeting or event, please contact the Ops team for enquiries.

Firstly, add the shared calendars to Outlook to check availability by following the below instructions. Please note you will need to do this separately for each calendar.

Outlook 365:

Open 'Calendar' > above 'My Calendar', click 'Add Calendar' > 'Add from directory' > choose your account > search for e.g. shrm2whi / shrm3whi / shrm4whi > the calendar will then open.

Outlook Desktop App:

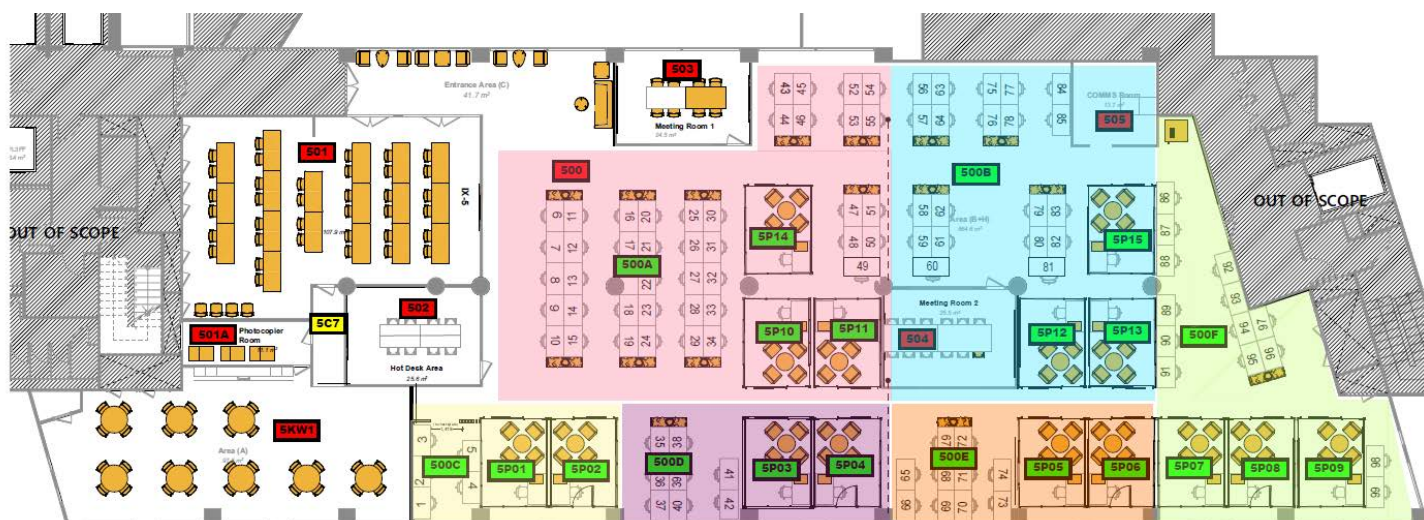
Open 'Calendar' > from the top ribbon, select '+ Open Calendar' > 'Open Shared Calendar' > type in e.g. shrm2whi / shrm3whi / shrm4whi > the calendar will then open.

Once you can see your preferred rooms availability, please invite the rooms Surface Hub (shrm2whi, shrm3whi or shrm4whi) as a required attendee. This will also enable you to use the Surface Hub within the room for hybrid or online meetings.

If you would like to book The Conference Room for a meeting or event, please contact the Ops team to assist.

Hot Desks & Hot Offices -

We have 10 desks that are bookable for the day on level 5 - desks 25 to 34 within Zone A (pink, floor plan below). 5 of these desks will be equipped with a desktop monitor with mouse and keyboard. This will be defined and visible when booking a desk.



To book a desk, please use the 'I-X Desk Bookings' app which can be found on the I-X Teams General channel along the top tabs.

We also have two bookable hot offices on this app, however these are only permitted to be booked by Board Members, Faculty and Research Initiative Leads.

Level 6 Meeting Rooms, LTR & Hot Desks

Meeting Rooms -

We have three bookable meeting rooms on level 6 - **I-X Meeting Room 5** (capacity 8), **I-X Meeting Room 6** (capacity 6) and **I-X Meeting Room 7** (capacity 6). You can book Meeting rooms 5, 6 and 7 by searching for the rooms calendar in Outlook and adding it to the calendar appointment. Please note, there are no AV or hybrid capabilities in any of these meeting rooms currently, so are more suitable for in person appointments.

Firstly, add the shared calendars to Outlook to check availability by following the below instructions. Please note you will need to do this separately for each calendar.

Outlook 365:

Open 'Calendar' > above 'My Calendar', click 'Add Calendar' > 'Add from directory' > choose your account > search for e.g. rmihubwc5 / rmihubwc6 / rmihubwc7 > the calendar will then open.

Outlook Desktop App:

Open 'Calendar' > from the top ribbon, select '+ Open Calendar' > 'Open Shared Calendar' > type in e.g. rmihubwc5 / rmihubwc6 / rmihubwc7 > the calendar will then open.

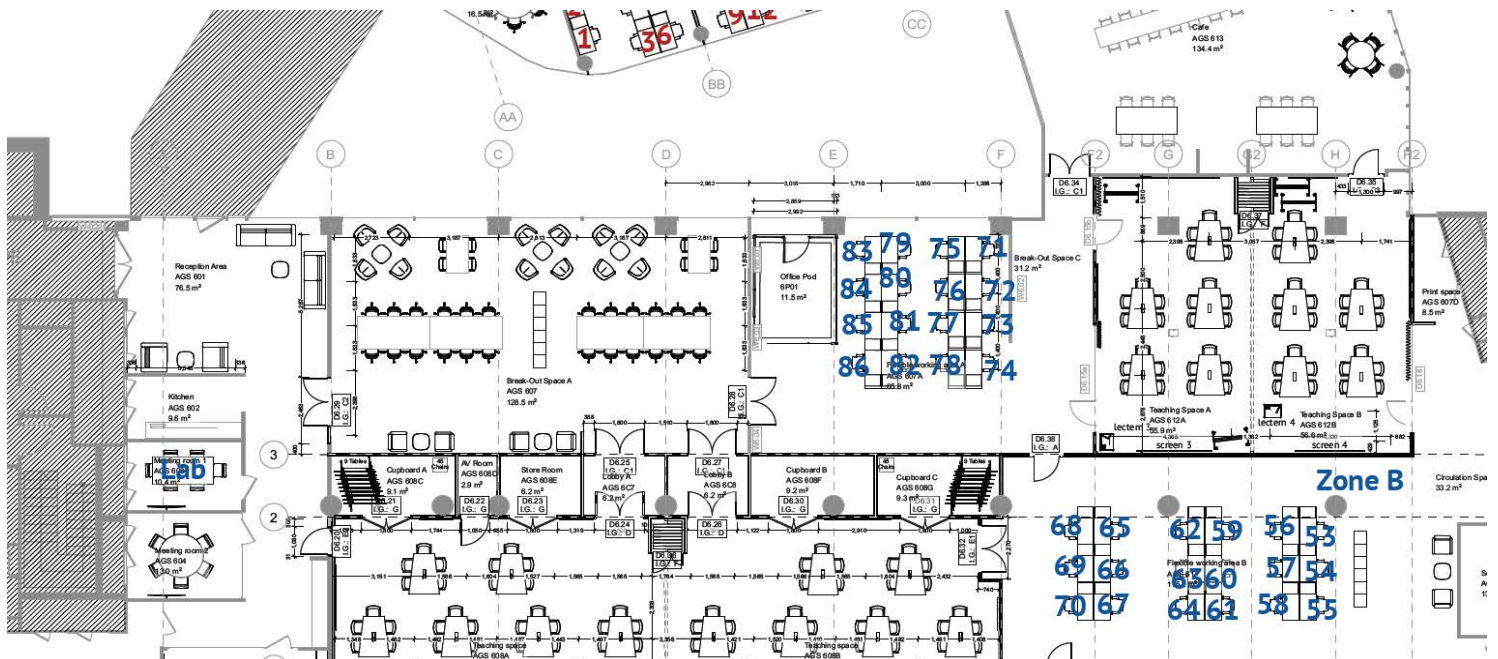
Once you can see your preferred rooms availability, please invite the room (rmihubwc5, rmihubwc6 or rmihubwc7) as a required attendee. This will ensure the room is booked by you and unable to be booked by other users.

Teaching/Lecture Theatre Rooms -

On level 6, we also have four teaching rooms - 608A (capacity 45), 608B (capacity 45), 612A (capacity 25) and 612B (capacity 25). 608A and B can be joined, as can 612A and B. For enquiries, please reach out to the Ops Team. Please note, any teaching will take priority over bookings.

Hot Desks -

We have 10 desks that are bookable for the day on level 6 - desks 71 to 78 within Zone B (numbered, floor plan below).



To book a desk, please use the 'I-X Desk Bookings' app which can be found on the I-X Teams General channel along the top tabs.

Onboarding

If you have or are expecting a new student or member of staff to join I-X, please reach out to the Ops Team.

In order to get things in place prior to their start date, we will require the following information in order to reach out with our onboarding procedure and update our records:

Full Name | Imperial email address | Contract start date | Contract end date | Research Group | Desk required

Once we have this in place, a welcome email will be sent to the new starter, containing a copy of this handbook, an ID application form to complete (if required), confirmation that the user has been added to our email distribution lists and appropriate Teams channels and desk allocation (if requested).

For any further information or details on this process, please speak to the Ops Team.

Events

As we are part of the I-HUB and Scale Space community as residents in the I-HUB, I-X users are welcomed to join events, socials and talks organised by the I-HUB's Community Engagement Manager, Scale Space Events Team and the Front of House Team.

To learn more about these and register, you will need to join the platform Connect.

If you are hosting an event and would like to book our Conference Room or LTR's, please reach out to the Ops Team to make arrangements.

For catering needs, you are welcome to use your preferred supplier if external. For internal catering bookings, Campus services Catering will be able to provide this for you. Please be advised you will be responsible for making these arrangements via your departmental administrator.

Further guidance can be found in a folder on the Events channel of Teams.

Fire, Health & Safety

Every Tuesday morning at 10am there is a building fire alarm test. No action is required for this. Any fire alarms should be taken seriously if sounded at any other time.

Anna Radomska and Lauren Burton from the Ops Team are your designated fire wardens and first aiders for level 5 and 6. The I-HUB security team are on site 24/7 and are also qualified fire wardens and first aiders should you need assistance.

This video is an important refresher on I-HUB fire safety:

<https://www.youtube.com/watch?v=3OdRC4pDcic>

Useful Information & Contacts

ICT:

ICT have an office on the White City Campus and can support you with any technological or server issues.

They are contactable by visiting this link:

<https://www.imperial.ac.uk/admin-services/ict/contact-ict-service-desk/>

Waste Disposal:

Please ensure all boxes and waste are flat-packed and broken down before taking to the waste room, located in the basement of the I-HUB.

You can access the basement by going to the back of the office and taking the goods lift down to the basement (B). Please note you will need to press your I-X card against the reader to operate the elevator. Once you get to the basement, turn right, and continue walking until you get to the end, and the disposal area is through the doors on your left.

External Support:

Some aspects of our office are managed by Imperial Estates and some by our I-HUB building management company CBRE. In the first instance, please report your issue to the Ops Team. In case of team absence, here are some contact details for the teams if it is an emergency:

Front of House: 020 8811 6700 or foh_tih@imperial.ac.uk

CBRE: fm_tih@imperial.ac.uk

Imperial Estates: 020 7594 8000 or eo.csc@imperial.ac.uk

Contact details for members of the I-X Ops team can be found here:

<https://ix.imperial.ac.uk/profile-category/ix-team/>