

TRiSS Seminar Room “How To” guides and Information

**Contact
triss@tcd.ie**

Contents

Overview	3
Use of the Room	4
Directions	5
Room Layout	6
Technical Information	7

Overview

TRiSS hosts a modern high-tech seminar room with capacity for up to 50 – 60 people (seated).

The TRiSS Seminar Room is located beside the main TRiSS offices, on the 6th Floor of the Arts Building in Trinity College Dublin. See page 6 for directions.

It hosts a busy calendar of social science-related events throughout the academic year, from weekly semester-long lectures to once off workshops and meetings.

The room can be booked free of charge by TRiSS Member Schools. For non-Member Schools, there is a charge of €25 per hour or €200 for the full day. External clients are charged €250 for half day, and €400 full day.

Use of the Room

When using the TRiSS Seminar Room, we kindly request your assistance with the following:

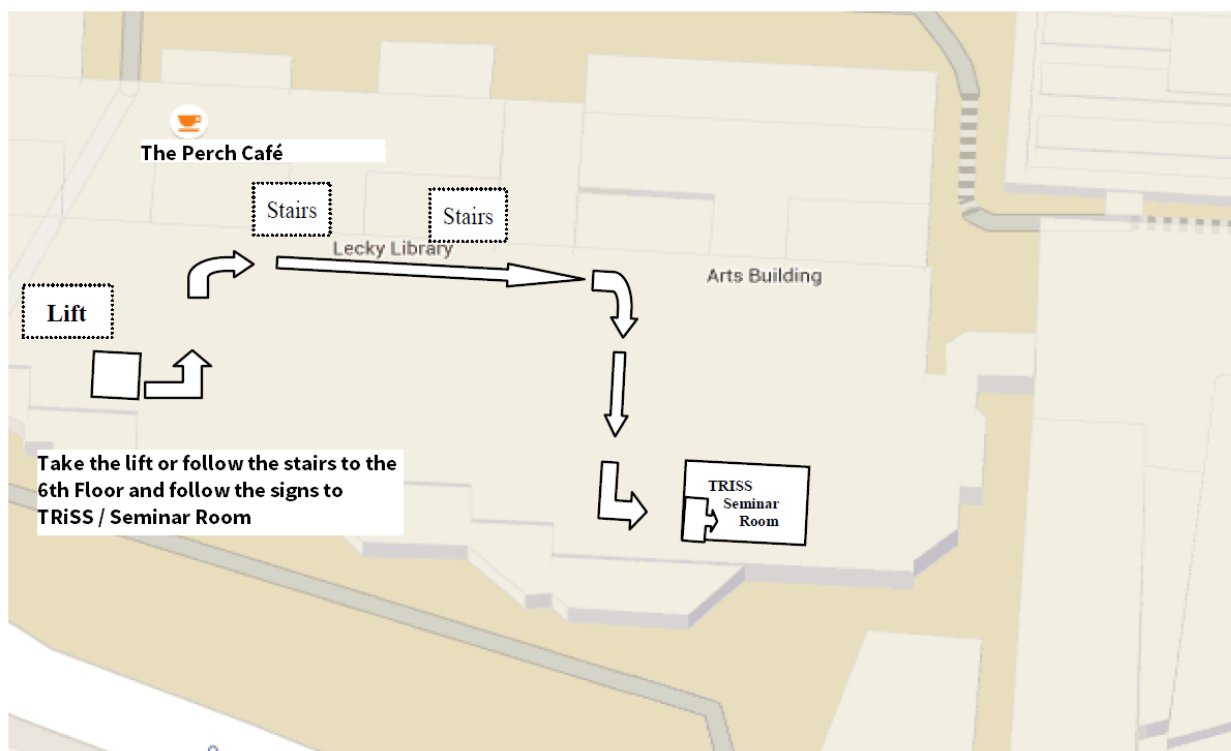
- **Accessing the Room:** The room may be locked for security. A key is available from TRiSS Reception. If there is no one at reception, please ask at the Buildings Office on the ground floor of the Arts Building. It is advised to arrive 10 minutes before the beginning of your booking in case of such a circumstance.
- **Room layout:** You are welcome to rearrange the set-up of the room as necessary. As the room is used on a continual basis, please return the layout to boardroom style after your event. See page 6 for diagram.
- **Catering and other materials:** Please remove all left over food, drinks containers, teaching materials and other debris at the end of your session. Cleaning materials are available in the TRiSS kitchen area. A €50 cleaning fee may be imposed if necessary.
- **Computer & AV System:** The computer requires a TCD login. The AV system control panel is on the wall beside the white boards (see sign). Please remember to switch the system OFF at the end of your session. See page 7 for more information.
- **Location:** 6th Floor TCD Arts Building. Follow the signs in the Arts Building stairwells and elevator. See page 5 for map.
- **Use of the Seminar Room outside of opening hours:** Weekday evening events must be over by 9.30pm when the Arts Building closes. On Saturdays, the Arts Building officially closes at 1pm. For bookings after from 1pm on Saturdays and all day Sunday, the Enquiries Office can organise security for a charge (€80 per hour; minimum of 4 hours for Sunday opening). Please contact Enquiries in advance of your event.

Directions

TRISS Seminar Room (C6.002)

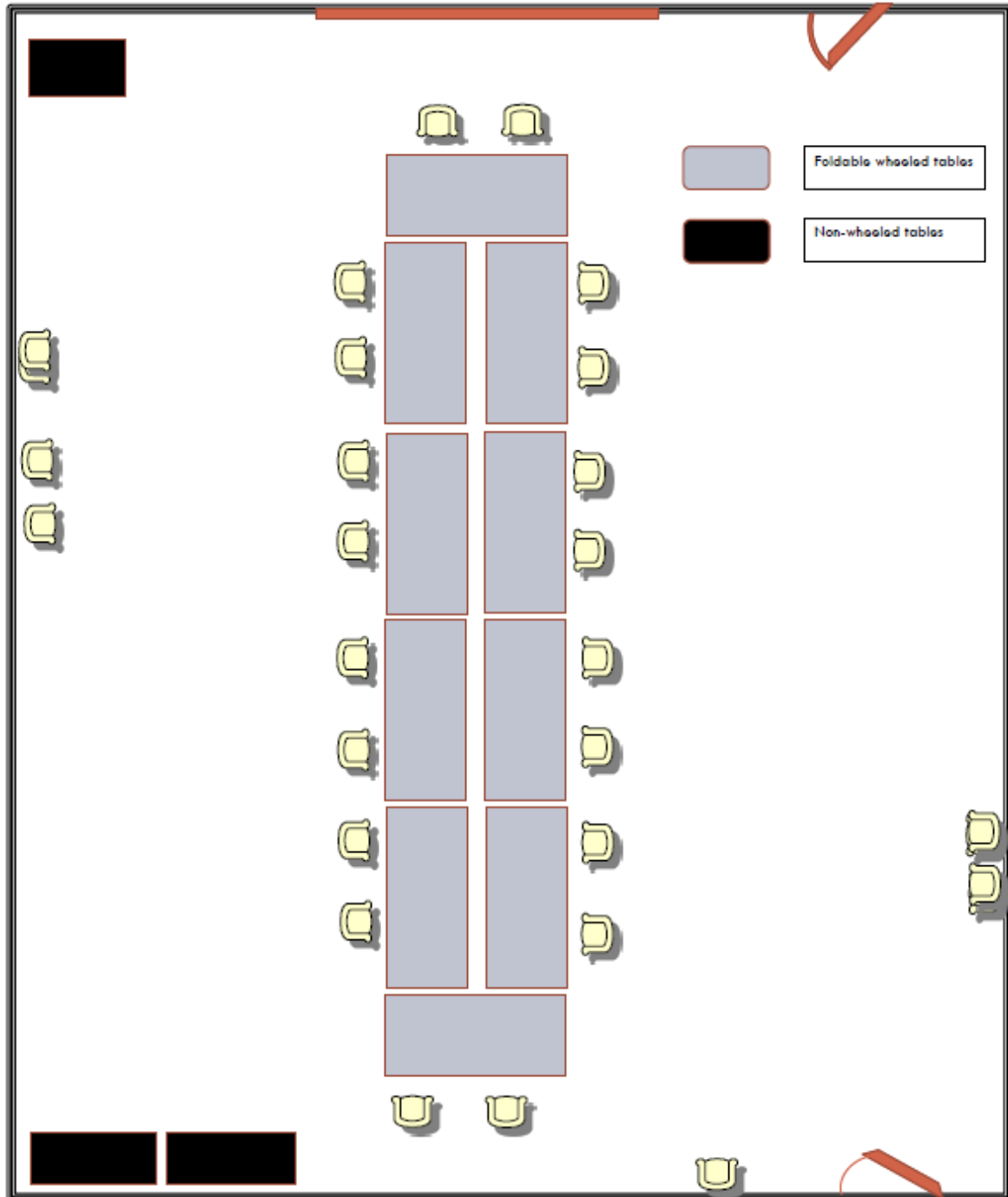
Location: 6th Floor TCD Arts Building

Make your way into either of the stairwells or the elevator in the Arts Building and follow the signs to TRiSS or the Seminar Room.



Room Layout

Please Return The Room To This Set Up When Leaving



Technical Information

Computer & AV System

The control panel for the AV system is on the wall beside the white boards. Please remember to switch the system OFF at the end of your session.

Please do not unplug the cables or system USB.

Lights

Lights can be dimmed/brightened by pressing and holding down the light switch.

White Board

You are welcome to use the white board and associated equipment. Please wipe clean after use. Please let us know if the pens need replacing.