



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

# Trinity Research in Social Sciences (TRiSS) Boardroom and Seminar Room Hire

[www.tcd.ie/triss](http://www.tcd.ie/triss)

# TRiSS Seminar Room

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

It hosts a busy and varied calendar of social science-related events throughout the year, from weekly semester-long lectures to seminars, conferences and workshops, prize-giving ceremonies and graduation receptions.

The AV equipment was recently upgraded to allow for online lectures and hybrid meetings.



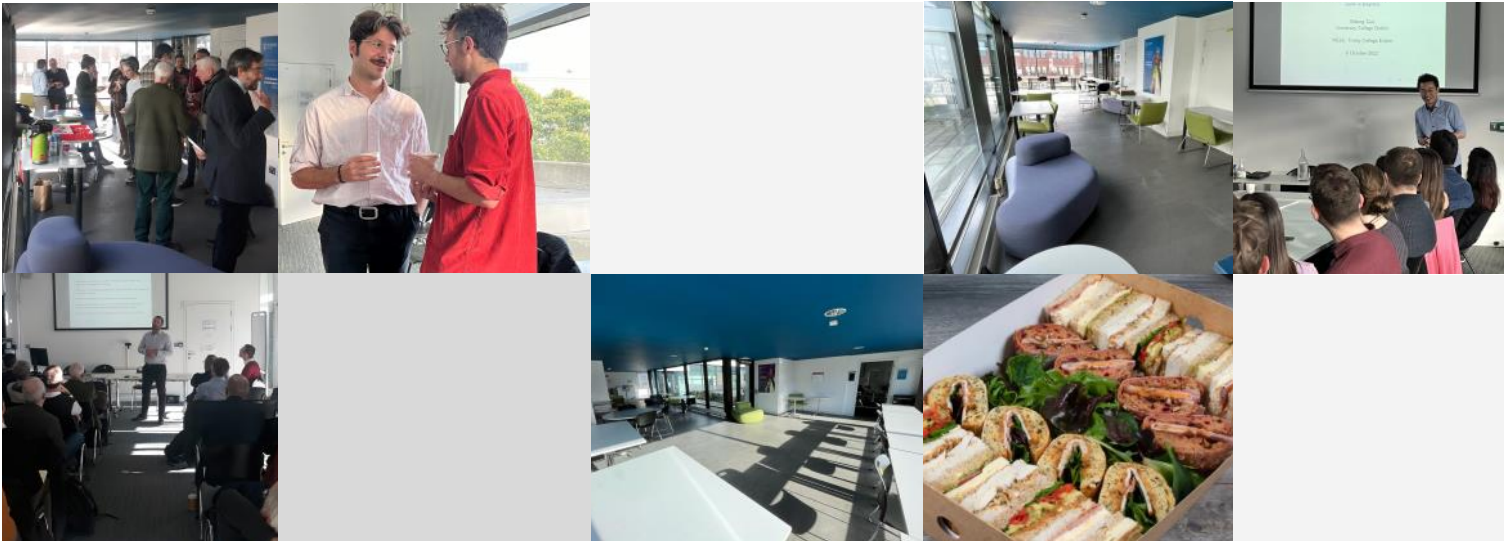
## Set Up

The standard setup of the Seminar Room is boardroom-style, however the 8 tables are tiltable and on castors so can be rearranged as necessary. Room setup is the responsibility of the user and the room must be returned to the original layout after use.

## Equipment

Projector, screen, PC, cameras, speakers, two overhead microphones.

Two fixed whiteboards, one mobile whiteboard. Lectern and flipchart stands upon request.



## Catering

You are able to serve food and drinks in this room, please ensure you remove any leftovers afterwards. You can also use the Foyer for pre/post-event refreshments. The Foyer is large enough to hold 40—50 people and is located just outside the Seminar Room.

## Access

The room is open during term-time. Outside of that, it is usually locked, please ask at the Security Office on the main floor of the Arts Building (2nd Floor). It is advised to arrive 10 minutes beforehand in case of such a circumstance.

The Arts Building closes at 9.30pm during the week and at 1pm on Saturdays during term-time. In the summer, the building is open until 7pm Monday to Saturday, and until 5.30pm on Sundays. If your booking falls outside those times, there is a Service Attendants fee of €100 per hour, levied by Estates & Facilities. Meetings need to finish 30 minutes prior to the end time to enable security staff to clear the building.

## Booking

To book the Seminar Room, contact [triss@tcd.ie](mailto:triss@tcd.ie). Please note any specific requests on your booking.

# TRiSS Boardroom

Within the TRiSS office space sits a 10 - 12 person modern Boardroom with a magnificent view overlooking Fellows Square. The floor to ceiling glass panels on one side provides the room with plenty of natural light.

This room was refurbished in late 2022 with new AV equipment, and leather upholstered seating. The large touchscreen, built-in camera, microphone and speaker makes it a perfect venue for hosting hybrid meetings.

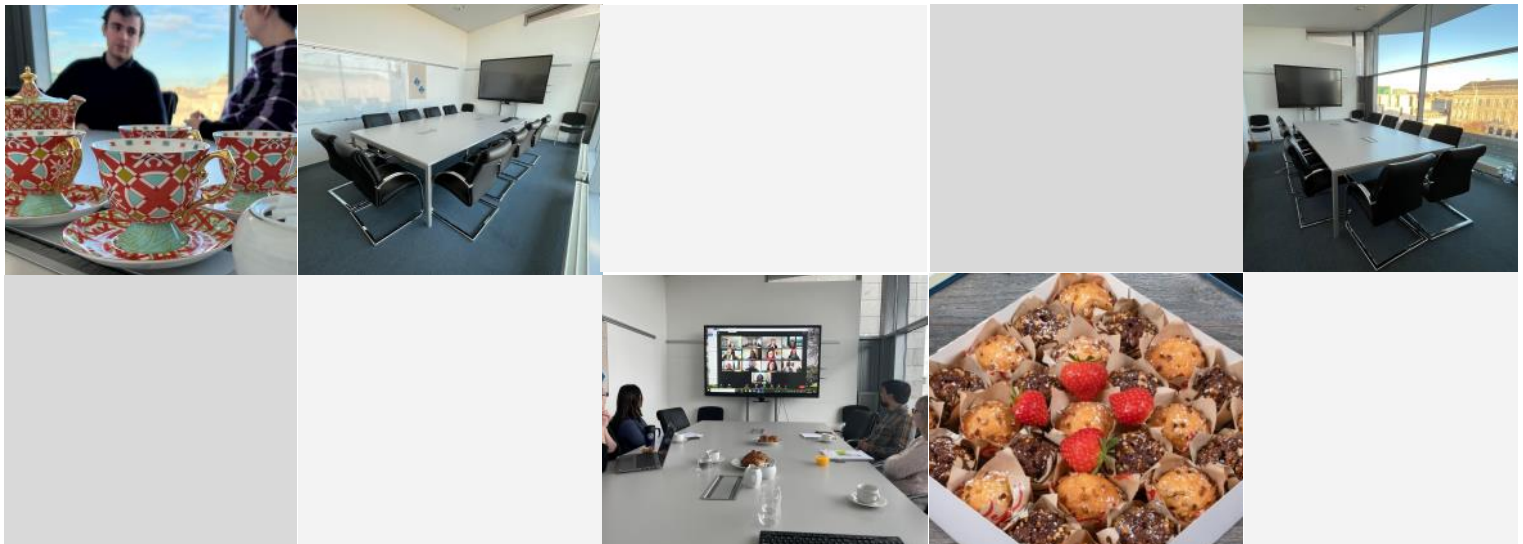


## Set Up

The standard setup of the room is boardroom-style, and cannot be changed.

## Equipment

Clevertouch 86" screen with built-in camera, speaker and microphone. Wireless mouse and keyboard. Large fixed whiteboard. Flipchart stand on request.



## Catering

You are able to serve food and beverages in this room, please ensure you remove any leftovers afterwards. We have a list of caterers for you to choose from.

## Access

The Boardroom is located within the TRiSS office space which is a secure area. If there is no one at reception, please ask at the Security Office on the main floor of the Arts Building (2nd Floor). It is advised to arrive 10 minutes beforehand in case of such a circumstance.

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## Booking

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# Location

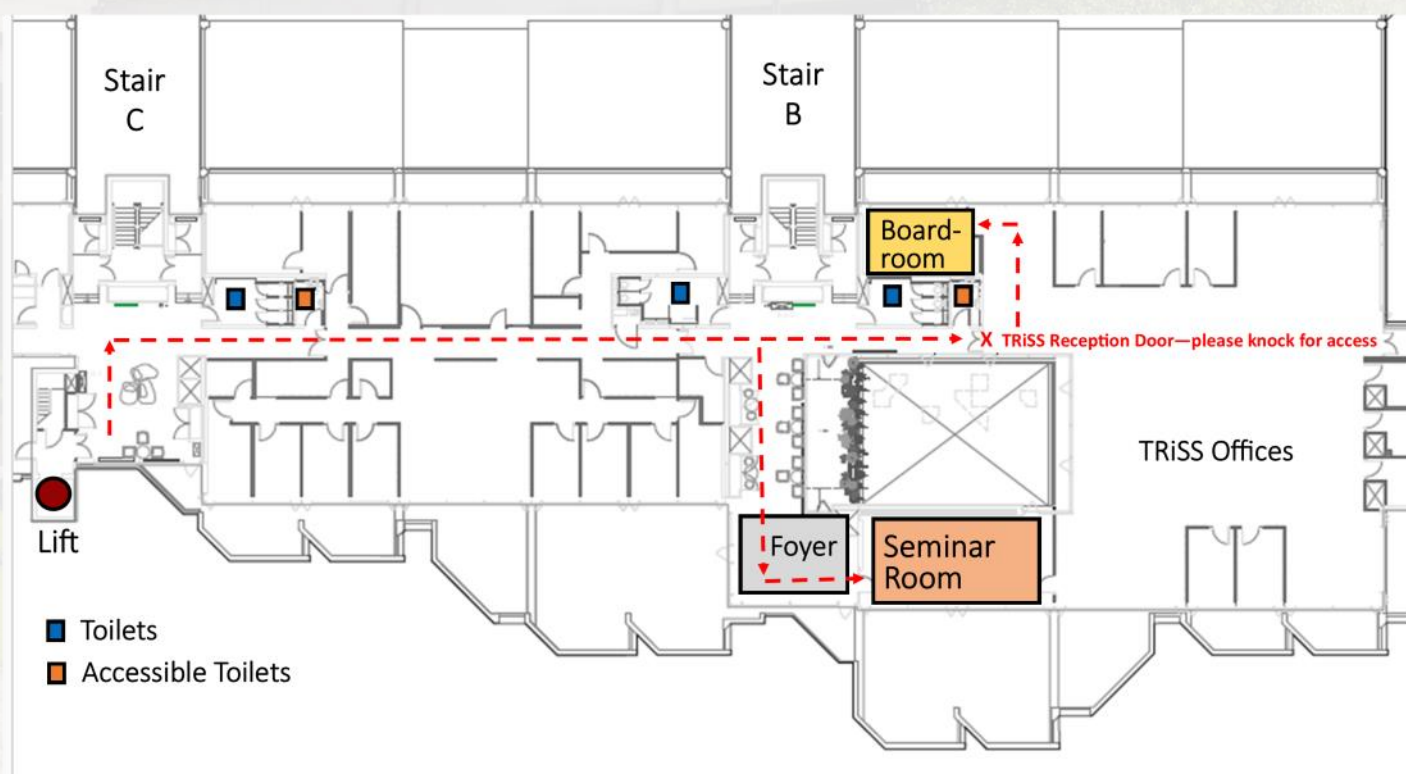
The TRiSS Seminar Room (C6.002) and Boardroom (C6.011) are located on the 6th Floor of the Arts Building. As you come out of the lift, walk towards the corridor and turn right. Walk towards the end of the building, passing through two double doors. The TRiSS Seminar Room is to your right, whilst the TRiSS Boardroom is straight ahead.

If you want to take the stairs, Stair B will bring you to TRiSS.

The Arts Building is located on the Main Campus, Nassau Street side.

## TRiSS Boardroom—6th Floor, C6.011

## TRiSS Seminar Room—6th Floor, C6.002



# Rate Sheet

The following rates include use of all audio-visual equipment and furniture.

For Seminar Room bookings, you may also use the Foyer outside the room which can hold around 50 people standing.

The rooms must be left tidy and clean after use or a €50 cleaning fee will be added to the invoice.

	<b>Seminar Room</b>	<b>Boardroom</b>
TRiSS Members per hour	€ 0	€ 15
TRiSS Members full day	€ 0	€ 100
Non-members per hour	€ 25	€ 25
Non-members full day	€ 200	€ 200
External half day	€ 250	€ 200
External full day	€ 400	€ 300

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# Terms and Conditions

## Deposits:

A non-refundable deposit will be required before a booking is accepted as firm and guaranteed by TRiSS, Trinity College. This will be 50% of the estimated total account. A balancing invoice will be issued after the event.

## Payment:

Payment is due within 2 weeks after issue of invoice. Unpaid fees will impact upon the booker's ability to hire space in the future.

## Cancellation:

Cancellation 2 weeks prior to the event - 50% of total charge

Cancellation 1 week prior to the event - 100% of total charge

Notice of all changes must be submitted in writing to TRiSS

## Disclaimer:

TRiSS, Trinity College shall not be liable for any loss or damage suffered by hirers of facilities which arises from any untoward interference with the College premises or personnel, whether such interference is caused by fire, force majeure, industrial dispute, political intimidation or commotion, or by any cause not reasonably within the power of the College to anticipate or remedy. The College deserves the right to deal solely with principals and reserves its right to decline to deal with agents.



## Contact

## Trinity Research in Social Sciences (TRiSS)

6th Floor Sutherland Centre  
Arts Building  
Trinity College  
College Green  
Dublin 2  
Ireland

Further contact information:  
triss@tcd.ie  
+353 (0)1 896 3196  
[www.tcd.ie/triss/roomhire](http://www.tcd.ie/triss/roomhire)