MIT Office of Innovation

MIT INNOVATION HEADQUARTERS iHQ

Event Policy Guide
2024

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iHQ Event Policy

InnovationHQ "iHQ" is defined as the MIT Innovation Headquarters, located floors 3 thru 7 inclusive of 292 Main Street, Cambridge MA 02142. The "Office of Innovation event team" is defined as the office with responsibility for event scheduling and all related administrative processes regarding events. The "Events Team" is defined as the Events Manager, and any Events and Space Assistants, who both approve space and provide guidance.

An "event" is defined as any meeting of more than 10 persons taking place in a reserved space within the iHQ on a given mutually agreed upon date and time. Events are available to stakeholders including student affiliated groups, residents, DLCs and Non-MIT Groups.

"Non-MIT groups," are defined as any person or party not currently associated with MIT as an active student, staff, or faculty member. They must have an MIT Sponsor acting as event host on their behalf. Non-MIT groups include any vendor, caterer, or person/party providing event related services that are not currently associated with MIT as a student, staff, or faculty member. The event host acting upon the Non-MIT group is responsible for paying invoices via wire or check, two days prior to event date start.

The "Event host/MIT sponsor" is defined as the main event coordinator and point of contact for interacting with the iHQ events team in regards to communicating about event logistics. The "Event Host" is the sole entity responsible for booking space, speaking directly with the iHQ Event Team, placing work orders, arranging catering, securing loading dock access, and managing all event logistics for an individual event. If there is a team coordinating the event, the team must select one person to act as "event host."

The responsibilities of event planning and event coordination fall on the Event Host. The "event coordination" are defined as all aspects of planning an event from setup through breakdown. Responsibilities include but are not limited to: Catering activities (requesting building access, reservations, load in, clean up)

- Event agenda and/or itinerary
- Setup of space
- Food and beverage needs
- Communicating parking
- Cleaning and resetting the Event Space
- Submitting any custodial work orders.
- Cleaning and resetting the Event Space
- Identifying Audio-Visual needs
- Building Access for event attendees
- Billing (with exception of Non-MIT group this payment is taken via journal voucher.)

An "Event Space" is defined as the rooms and spaces within iHQ in which an event takes place for an Event Reservation. This includes five designated bookable spaces within the building 370, 479, 579, 791, and 795.

iHQ Spaces

InnovationHQ (iHQ) provides a spacious, relaxed, yet refined ambience for our thriving community of innovators and entrepreneurs seeking an event space. iHQ is the hub of innovation activities; we are committed in a diverse community celebrating individual around the globe. With over 25,000 square feet, our five spaces can accommodate a variety of events. Between a small conference in one of our training rooms, to a large meeting or reception in the Hacker Reactor space, we are committed in providing a home for MIT's thriving community.

7ᵀᴴ FLOOR HACKER REACTOR SPACE
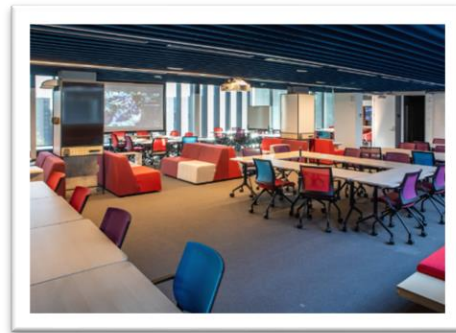
The 7th Floor Hacker Space is completely private and perfect for any corporate events. At 1,450 square feet the space can accommodate 100 comfortable with current set-seating, inclusive to high-tops and soft coach furniture. Additional set up includes theater for 80 comfortably, or seated work tables can accommodate 60 comfortably.

HACKER LOUNGE

The Hacker lounge area is perfect for a breakout meeting or coffee break session. With soaring skylighted ceiling and modular seating, the 620 square feet area can accommodate around 20. Additional added furniture is based on availability.
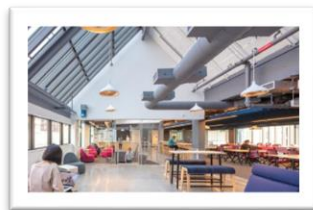

KITCHENETTE

The catering kitchen is equipped and ready for our catering partners to prep and serve guests.

7ᵀᴴ CONFERENCE ROOM

Located adjacent to the Hacker Space, the conference room is equipped for any VIP meetings. Set with comfortable chairs, Nespresso machine and advanced AV capabilities, this is perfect for breakout or private meeting. At 525 square feet this room can accommodate up to 22.
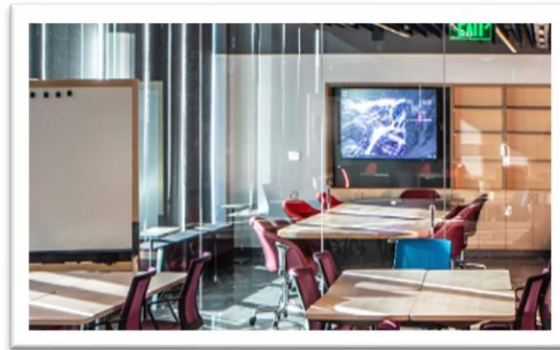
4ᵀᴴ FLOOR MEETING SPACE AND OPEN SPACE
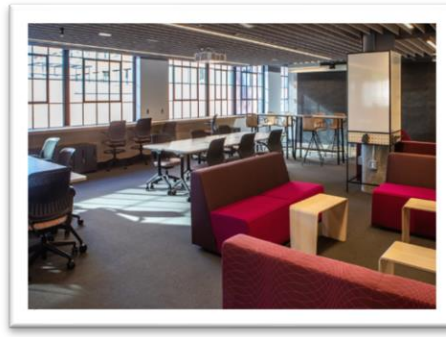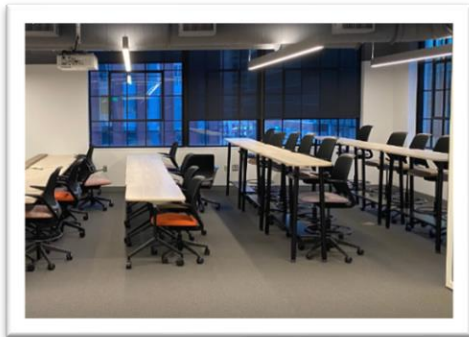
Our 4ᵗʰ floor meeting space is 689 square feet and can accommodate up to 28 comfortably. This room features AV capabilities, inclusive to a zoom control system.

Sliding glass doors create an efficient and easy flow into our open venture space. The flexible seating is based on the event planners request, and can accommodate up to 60 attendees. The open space area equally has AV capabilities including wireless mics and projectors screen.

Reservations

A "reservation" is defined as specific time(s), date(s) and space(s) reserved for an event. This encompasses all required setup and breakdown times; this may include events that occur over multiple days or in multiple Event Spaces.

A "reservation request" is defined as a request submitted for an event at iHQ via the Event Request Form. iHQ Event Reservations cannot be made via any other means. An iHQ Event team member will review requests and send an e-mail notice of approval or denial following any requests. Submission of an Event Request Form is not a Reservation Confirmation.

Events will only occur once there is a written email confirmation of acceptance of proposal. The proposal states the associated room rental, cancellation policy and necessary steps for event host. These action steps include creating a custodial work order, understanding AV guide, and acknowledging payment method.

Submission Requirement

For space requests from student groups, residents, and DLCs the submission form must include a cost object. For events that incur a cost for use of space, the cost object provided indicates to the Innovation Services Team where invoices should be sent following event completion.

If the cost object is not filled out the event will not be able to move as a definite or occur.

For Non-MIT submissions, the event host must agree to paying via wire or check must be sent two business days prior to event date.

Pricing

Pricing for the Hacker Reactor and Executive Conference Room can be viewed here. Please note, pricing may change based on the discretion of the assistant events manager.

For pricing on other iHQ Event Spaces, please submit an Event Request Form and include all spaces of interest. The iHQ Events Team will respond within three to five business days.

All events, regardless of pricing, must be associated with an MIT Cost Object. For all Non-MIT groups, the Cost Object would be taken via wire or check payment no later than two days prior to event.

Event Invoices are generated and sent out after the event's conclusion. MIT Sponsors for Non-MIT Groups are responsible for sending payment via wire or check two business days prior to start day. Failure to do so will result in penalty fees. MIT iHQ cannot invoice Non-MIT Groups directly.

Cancellation

If the Event Host chooses to cancel an event, the Event Host must notify the iHQ Events Team in writing to both indaco17@mit.edu and ihqevent@mit.edu. Please refer to cancellation policy below. Canceled reservations for events in the Hacker Reactor and Executive Conference room may incur a charge. Other charges may apply for Non-MIT Groups.

Cancellation Policy

In the circumstance where event must be cancelled, <u>written notice</u> is required.
In the event of a Snow Emergency/Force Majeure, the Event Host is responsible for reaching out to the iHQ Event team to reschedule. In all other instances – the below table sets out associated - cancellation fees:

0-14 Days	100% total event cost incurred
15-30 Days	80% total event cost incurred
31-90 Days	50% total event cost incurred
91+ Days	No Fee

Event Host Responsibility

The Event Host is responsible for coordinating all aspects of the event including custodial services, catering, audio-visual, and parking. This includes:

Walk through of Space:

- A site-tour is defined as a physical visit by the event host to view the space in person alongside an Events Team-member prior to the event date. The Event Host should reach out to both indaco17@mit.edu and ihqevent@mit.edu to schedule a tour. Please note, site tours are based on the event managers availability. Some site-tours may be joint meaning meeting with multiple event hosts at once.

- Site-tours are required for student groups who have more than 50+ attendees and are multi-day events.

- Site-tours are required for Non-MIT Groups.

- Site-Tours are strongly encouraged for any residents or DLCs hosting an event at iHQ.

Submitting Work Orders:

The Event Host is responsible for submitting an "Event Setup/Cleaning Request" via Atlas. General custodial services do not cover event trash removal.
Failure to comply with a work order will result in a cancelled event. Upon receiving the proposal, the event host must fill this portion out and respond back to indaco17@mit.edu and ihqevent@mit.edu. Accepting the terms and providing the custodial work order number.

To submit a work order, a cost object must be provided for facilities to bill upon completion of the work order. If the Event Host cannot submit a work order due to an error with the cost object, the Event Host should reach out to their Fiscal Officer to approve their usage of the cost object. If the Event Space is expected to be perfectly clean prior to the Event Host's arrival, the Event Host

must submit the same type of work order for the night before**.**

The iHQ is a 24-hour co-workspace for MIT students, and all rooms are accessible to students at all hours. This means the Event Space is not guaranteed to be in perfect condition upon the Event Host's arrival.

Student Work Orders:

All student groups, including those who are part of ASA are all responsible for submitting and providing their cost object for facilities to bill. Student groups whom have any questions should reach out to events team with questions.

Student groups who have a multi-day event, must set up a time with the custodial team for information. The student program manager will coordinate a time and be a part of meeting to help answer any questions.

Catering:

For preferred vendors, we recommend East Meets West, Catering Concept or Rita's Catering. Further information can be found via the link [iHQ's Approved](#) [Vendors](#).

The event host must communicate with the vendor the loading dock instructions to enter and exist to 75 Hayward Street, Cambridge, MA 02142. It is important to note, however, that access to the building would be the event hosts responsibility.

Loading Dock Information

What is the address to access the loading dock?
To access the loading dock please use the following address: 75 Hayward Street, Cambridge, MA 02142

How many spots are there offered?
There are three allotted spots for vehicles to use. No code is needed upon entering. The dock door is either open, or will automatically open when a vendor pulls up to it.

What are hours of operation?
Standard hours of operation are as followed: Monday- Friday, 6:00AM-8:00PM

My event is on a weekend, how do I proceed?
For weekend access, you can call the phone number listed on the door which is 617-500-7822, and we can send someone to open. It is important to note, however, that access to the building would be the event hosts responsibility.

<p align="center" style="color:#4a86c6">Audio Visual</p>

The default audio visual recommendation is through MITAV. They can be contacted via email at mitav@mit.edu or contact MIT AV for support. iHQ provides basic Audio Visual and are not responsible for performance or any technical complications that may arise.

Connecting AV
Step One: Distinguish what you are using the room for!

If this is to solely present content in room, with attendees in person, choose **laptop presentation**. As reference you would use the top screen shown on the left-hand side.

If your meeting requires any zoom capabilities with remote or external attendees, even if you are the current presenter, **choose zoom presentation.** As reference you would use the bottom screen shown on the left-hand side.

Steps to connect to Laptop Presentation

Step One: Click laptop presentation on top screen. Additionally click on screen down for the projector to display

Step Two: Use HDMI cord to connect your laptop in order to present. You can use the HDMIUSBC converter as an alternative option if laptop is not compatible with a HDMI cable.

Steps to Connect Presentation for Remote Attendees

In order for you to connect your "Laptop Presentation" to a "Zoom Call" you have to switch from "Laptop Presentation" To "Zoom" on the Top screen to setup your zoom connection!

<p align="center">There are three ways to connect your presentation via zoom capacity.
*Please navigate through the bottom zoom screen to proceed.</p>

"New Meeting" – where as the host you control and create a new zoom connection with a new zoom link and/or Meeting ID
You can send out the new meeting ID or you can connect by sending out the new zoom link

"Join a meeting"- using the meeting ID to connect to an existing meeting from another host
This allows you to connect the room to a zoom that is already existing and/or allows you to connect to the zoom link you, as the host have already provided!

"Pairing" - can connect with other attendees while remaining the host
You are able to join your zoom call as an "attendee" as well as maintaining the zoom call as the host.

If you should need extra cables to make your event a success, there will be an AV guide bag in each room which has these items. You can equally make your way down to the third floor recpetion desk where are colleagues will provide them to you complimentary. Note, availblity based on request.

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Event Host Expectations Continued
Space Set-up

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Post-setting Space:

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All Event Spaces at iHQ must be left in clean, functional, and usable condition for the next event group at the conclusion of the event reservation. The floorplans located on the iHQ website and Event Binders located in each Event Space are to be used as photo references to reset the space.

Each space should be set as "classroom style" that is table with chair directly behind facing the front wall where AV is located. It is strongly encouraged that the event host takes a photo of the space post-event to show task was accomplished. Failure to set the space back to original state post-event will result in an incurred penalty fee of $200.

If an event requires outside parties to remove or bring in additional furniture, MIT/iHQ approved vendors must be used. This must be communicated to the iHQ Events Team as soon as possible, and the Event Host must be present to oversee any furniture removal or returns. Furniture must be returned to the Event Space in the condition in which it was found by the conclusion of the event reservation, unless otherwise discussed and confirmed in writing by the iHQ Events team. Costs may be incurred if furniture is damaged or lost in transit.

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Adjusting reservations for setup and breakdown:

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Event hosts should consider the necessary time taken to set the room, along with the breakdown time for pre and post event. If an event's setup and breakdown time is anticipated to be greater than 30 minutes, the Event Host must contact the iHQ Events Team immediately to adjust the reservation. There may be an additional cost associated with this action.

The Event Host must be present for the entirety of the event reservation. If MIT is sponsoring a Non-MIT Group, the MIT Sponsor for this event is considered the Event Host, and therefore must be present throughout the event's duration. A staff or faculty member of MIT staff must be present at all student events. *iHQ personnel are not responsible for interacting with caterers and movers.*

The Event Host is also responsible for having rented furnishings or equipment dropped off and picked up in a timely fashion. All furniture must be returned to the Event Space in the condition it was found in by the conclusion of the event reservation. **Scheduling delivery and pickup and meeting with the delivery or pickup personnel onsite are responsibilities of the Event Host**.

Coordinating Access to an Event:

Tim Tickets, MIT's visitor pass system, allows the Event Host to invite event attendees to an MIT-sponsored event and issue them a digital pass referred to as a "ticket." Please ask your event manager for further information.

- o If an event occurs before 9am or after 5pm, the Event Host and attendees may have to register for "After Hours" access. "After Hours" is defined as any hour before 9am or after 5pm. Visit this link to gain "After Hours" access.

Submitting Event to Atlas:

- o Events must be submitted to Atlas if any of the following descriptions apply to the event:
    - Minors will be present
    - Alcohol will be served
    - >20% non-MIT community members will be in attendance
    - Money will be exchanged
    - 100+ attendees will be expected

Building E38 is accessible to the public from 9AM to 5PM. Events commencing before 9AM or after 5PM will require "After Hours" Access. MIT Community Members can follow the link here to register for "After Hours" Access.

Non-MIT Groups will need Tim Tickets to access the building. Non-MIT Groups must be escorted by MIT Community members when entering the building. It is a fire code violation to prop open doors to elevator egress areas. The entrance doors to Building E38 are not to be propped open under any circumstances, as this is a safety violation. MIT Police will be notified if the entrance doors to Building E38 are propped open. Visit this link to coordinate Tim Ticket access for event attendees.

Lobby Prescence

The lobby of building E38 is home to MIT's Welcome Center, Open Spaces, and Admissions. Neither the Welcome Center, Open Space Programing, nor Admissions are associated with iHQ, therefore, the associates at the front desk do not have information about events at iHQ.

The events team will print out daily signage and post on elevator and easel in the lobby so attendees are aware of event location.

All "After Hours" events must have a presence in the lobby. This can be a table with a formal check in area, or just one person standing near the entrance to direct event attendees.

Holidays

Access to building E38 is Monday-Friday 9am-5pm. MIT Community Members may sign up for After Hours Access for evening and weekend access.

Due to Facilities constraints, the iHQ is not accessible on Federal Holidays or other days MIT Campus is closed for business. Please consider Campus Holidays and closures when planning your event. Building E38 does not provide building access on Campus Holidays and closures.

Additional Notes

Innovation Headquarters provides inspiring event spaces for the Innovation and Entrepreneurship community to coordinate self-run events to the best of their availability.

The iHQ Events Team is not required to attend events or be present for events that the Office of Innovation is not hosting. The Events Team is available Monday through Friday from 9am-5pm. The Events Team is not available on weekends. The Events Team is not available during all federal holidays and MIT campus closures for holidays or inclement weather. Any event occurring on a weekend or despite inclement weather is at the risk of the Event Host.

Event Hosts must be familiar with MIT Safety Policies. Event Hosts are liable for contacting MIT Police in case of an emergency. Additional insurance costs may incur for weekend events.

The Event Host is responsible for returning the Event Space to the conditions indicated in the photos of the event space maintain cleanliness and respecting space. Any catering materials left behind will result in an additional cost added to the final invoice if the Event Host cannot arrange for the caterer to return to pick up their belongings within 24 hours of the event's conclusion. iHQ is not responsible for keeping track of catering equipment.

We look forward to working with you and hosting your event with us. Thank you!