

The CCF and the David Attenborough Building: CCF hot desks and meeting rooms

The David Attenborough Building (DAB) in Cambridge was officially opened on 6 April 2016 by the great man himself. This amazing building houses the 10 organisations that comprise the Cambridge Conservation Initiative (web-link), including the CCF and is designed to promote new interaction and collaborations that will benefit conservation locally, nationally and worldwide.

Hot desks

The CCF has been allocated the use of **four hot desks** in one part of the building, kindly subsidised by the other nine partners. Three of these are available for use by **staff of the CCF member organisations** and the process for booking them are outlined below. The fourth is for use by CCF Committee use, but if not reserved 48 hours in advance, they can be booked by any CCF staff member.

- The staff of CCF members who wish to use a hot desk can book the use of a desk using an online google docs spreadsheet:
https://docs.google.com/spreadsheets/d/1sDLJo35fFQgNvtHnJFqEqJmnbHb3Y50Tes6_Y_1lfw/edit?usp=sharing
- Desks are bookable for half days: 09.00 am to 13.00pm and 13.00 pm to 18.00pm, Monday to Friday and can be booked up to 45 days in advance.
- Hot desk users must enter their name and choose one of the CCF member organisations from the drop-down list.
- Due to their limited availability, bookings may not exceed the equivalent of 5-desk-days per month by any one CCF member organisation; i.e. ranging from 10 different people using desks for just half a day each, to one individual using the desks for a total of 5 days.
- When signing in at reception, hot desk users **will need to provide proof of ID**.
- People using the hot desks must make themselves familiar with the DAB user guide and follow the rules for the use of the building.



Campus user guide
for welcome pack_fin

- Guest Wi-Fi for the day may be obtained from Reception.
- The phones provided for use at the hot desks are available only for internal and UK calls – so please don't use them for international calls.
- Printing facilities are not available, but in special cases, hot desk users may approach the reception or the staff in the CCI Executive Office to print a document.
- When using a hot desk, CCF members are allowed to use the other facilities in the DAB, particularly the common room, where free coffee and tea is available, kindly subsidised by the CCI partners.
- Individual members of CCF can only use hot desks if they are actively involved in specific CCF groups or activities. They will need to be approved by one of the CCF's Executive Committee, who will add them to the google docs spreadsheet as an approved user and notify the CCI reception desk.
- Staff of CCF member organisations that are "for profit" organisations can only use the desks and other facilities of the DAB if they are working on a collaborative project with other CCI/CCF organisations.

DAB meeting rooms

- The DAB has a wide range of meeting rooms which CCF members can use for collaborative meetings.

- CCF organisational members are able to book rooms for CCI collaborative purposes (i.e. for meetings involving collaboration with other CCI partners). Such bookings should be made through the CCI Services room booking system, operated from Reception.
- You should ask one of the CCI staff members involved in the meeting to book the room for you, so that they can take responsibility for the use of the room. Please contact CCI reception either by email reception-cciservices@conservation.cam.ac.uk or by telephone 01223 331300.
- Guidance for the use of rooms, their type and other facilities can be found in the following document:



Attachment 2 - DAB
guidance Booking & U

- If you wish to book a room for out of office hours or at the weekend, you CCI contact must follow the procedures in this document:



Attachment 3 - DAB
guidance Meetings & f

DAB shared spaces

- There are a number of other shared spaces in DAB, including the Common Room, breakout spaces, tea points and courtyards. **People from CCF Organisational Members are welcome to use these – individually or for small meetings.**
- These requests can be logged using the same google docs spreadsheet as for the hot desks and the same instructions apply with regard to providing proof of identity and other aspects outlined above.
- The use of these spaces is subject to their availability on the day and so cannot be guaranteed. However, in the unlikely event that the Common Room is unavailable for some reason, and there is a spare meeting room, then that meeting room can be used instead. Please check with reception (01223 331300). if you are concerned, but on the whole, there should not be a problem with availability.
- People must acquaint themselves with the DAB user guide, above before entering the building.

We are very pleased that these arrangements are now in place and that CCF staff member will be able to use the fantastic facilities available in the DAB to promote collaborative work for conservation as part of this amazing community of organisations based in and around Cambridge. The CCF Committee will monitor the use of the DAB over the coming months and we will be pleased to receive feedback on any aspects that you find particularly useful or that might help to improve the way we can use the building.

Your CCF Committee
(contact committee@cambridgeconservationforum.org.uk)