Zurich, 31 July 2019

Information for teaching staff at UZH

Events Management would like to ask for your cooperation and that of your teaching staff:

- **No additional chairs in classrooms!** Due to fire regulations, the specified maximum seating capacity in lecture halls and seminar rooms must **not** be exceeded. If violations of this rule are discovered by members of security, the lesson will be interrupted until the additional chairs have been removed from the room.

- **Please order the required technical equipment:** Assume that the equipment is switched off. Once we receive an equipment order, we ensure that the equipment is working properly and connected to the appropriate source. This applies to events at City and Oerlikon campuses. Equipment can be ordered here: [http://tiny.uzh.ch/GA](http://tiny.uzh.ch/GA)

  **Events where no equipment has been ordered are given the lowest priority.** While the technicians in the lecture halls generally respond quickly, valuable lecture time for the teaching staff will be lost by the time a technician has been notified and has started up the equipment. This also applies to tutorials. Similar rules apply here: **Equipment that has not been ordered is not ready to use.** With your order, you help to save energy and equipment costs.

- For seminar rooms used as general university classroom facilities, the existing furniture can be moved around and changed according to the lesson type. After the session has finished, we kindly ask you to **put the furniture back in its original place** according to the layout on the plan found on the wall.

- **After the lesson, please keep the windows closed** and ventilate the room before your lesson, if required. The following lesson or event may be canceled and any open windows would then remain so, which poses a danger to the floor and curtains in the event of bad weather.

- Please make sure that both teaching staff and students using the facilities in lessons after yours are met with a clean lecture hall/seminar room. Please inform them that they should leave the room in the same state that they would expect to find it. **Trash bins, paper collection points and PET waste disposal stations** should be used.

- We ask you to **use flipchart paper sparingly.** Use the entire sheet and not – as is often seen – a sheet for a single diagram, sketch, etc.
• We encourage you to use **PowerPoint presentations** in **16:9 format**. In this case, you should also create your presentations in this format. Only when this aspect ratio is used is the entire projection area utilized. Templates are available here from UZH Communications: https://www.uzh.ch/cmsssl/cd/de/downloads/bueromedien/intern.html

• For any new users who plan on using a smartboard in their lessons, we urgently recommend visiting the smartboard training course at MELS and/or ensuring advance briefings are taken care of in good time. There is no time for this immediately before a lecture is due to begin. https://www.zi.uzh.ch/de/support/audio-video/smart-symposium.html

• The **AV technology has been upgraded** and brought up to the latest standards in the large lecture halls and some seminar rooms at **Irchel Campus**. Before their first lecture in these rooms, we ask teaching staff to arrive **in good time** and make themselves familiar with the new surroundings.

• In lecture halls and seminar rooms with an upgraded AV system, there is the possibility of making presentations on the projector from your laptop via WLAN. The rooms where this is already available can be found here: https://tiny.uzh.ch/xf. You then no longer have to connect any cables (HDMI/VGA). Enclosed you will find a quick guide with a link to additional information. Before using the system for the first time, we recommend planning sufficient time to carry out the necessary installation on your mobile device and to become familiar with it. Please note that full-screen videos may be slightly jerky.

• If you wish to see the room that you have been allocated or try out the system, we ask you to make an appointment with Room Allocation Services in advance.

• For events and lessons held outside normal opening hours, we ask you to take the necessary steps to ensure you can gain access to the rooms (key/badge) in good time. On-call services arising through one’s own fault are subject to a charge (CHF 500.00)

The staff at Facility Management Irchel Campus and City Campus thank you for your cooperation and wish you a successful start to the semester.

Kind regards
University of Zurich, Facility Management City Campus

[Signature]

Andy Brunner, Head of Events Management