

How to function in the Solidarity Every Day space?

Solidarity Every Day is a space where we support, accompany and develop new social activities of non-governmental organisations, informal groups and social activists.

CONTACT

Solidarity Every Day

3rd floor ECS, room: 3.32

e-mail: sc@ecs.gda.pl

www.ecs.gda.pl/codziennie

www.facebook.pl/solidarnoscscodziennieecs

Bartosz Rief: +48 517 368 094

Olga Gulinska: +48 507 127 571

Space availability:

- Monday - Friday, 9.00 a.m. - 5.00 p.m. (depending on the day-to-day duties of the space coordinators)
- on other days and during other hours, the space is available by prior reservation via the registration form.

SPACE EQUIPMENT

room 3.19 | equipment adapted according to needs

room 3.33 | 2 tables, 8 chairs, 2 armchairs, coffee table, online meeting set (camera, speakerphone, two lamps on tripods)

room 3.34 | projector (VGA), 4 tables, 12 chairs, board on the wall for note-taking

room 3.35 | screen, projector (HDMI and HDMI-VGA adapter), speakers, 3 fixed tables (retractable in the wall), 18 chairs, flipchart, bookcase

room 3.36 | screen, projector (HDMI and HDMI-VGA adapter), speakers, 5 tables, 18 chairs, flipchart

kitchen | coffee machine, electric kettle, fridge, dishwasher, dishes, drinking water dispenser

hallway | 10 perforated panels for exhibitions

waiting room | cloakroom, lockable lockers, letterboxes, notice board, sofas

The space offers free internet access.

MY WORKSHOP, MY MEETING WHAT IS IMPORTANT?

- The rooms in the space can be booked for single meetings as well as whole cycles.
- Room 3.19 is available for single meetings only (no more than 3 meetings per booking).

- We accept bookings 30 minutes apart. This will allow your and other groups to start and finish the meeting peacefully and on time.
- Bookings are entered during the opening hours of the space and during the working hours of the coordinators. If possible, send your booking request to us 3 working days before the meeting. This will allow us to respond to it.
- We will confirm your booking within 3 working days.
- Outside the opening hours of the ECS building (May to September from 10.00 am to 8.00 pm, October to April from 10.00 am to 6.00 pm), entry and exit is via the side entrance (by the security room, ul. Nowomiejska). Use the intercom if you want to enter the building. Let the people involved know.
- The space can be used by several groups at the same time, take care of both your comfort and the comfort of others. Close the door to the room during the meeting if there is a risk of disrupting other groups.
- Should your meeting take place at times other than the opening hours of the Solidarity Every Day space, pick up the room keys at the ECS security office (side entrance, ul. Nowomiejska) and don't forget to bring them back after the meeting.
- If you cannot use the room you have booked, please let us know as soon as possible.

DURING THE MEETING

- Take into account preparation time when booking the room. Stay until the end of the meeting, check if everything is in order and if the room is prepared for the next group.
- Use the equipment in the room freely. You can rearrange the tables and chairs, but when the meeting is over, put everything back to its original state, switch off the equipment and make sure everything is tidy.
- Take care of all the components of the event you are organising. Remember to prepare materials, refreshments, promotions and prepare the room.
- Should something not work or break, let us know immediately in person, by e-mail or by phone.
- Take care of your belongings. Unfortunately, we are not in a position to keep an eye on them.
- If you want to switch the room to another one during the meeting, do not do it on your own. Let us know and we will check if the room is available.
- Should your meeting be prolonged, pass on the information to the Solidarity Every Day team or security. If there are no other meetings after yours, it is usually not a problem to stay longer. Thanks to the information, we know what is going on.
- After finishing, drop by to say goodbye in room 3.32. We would be pleased to exchange a few words with you.
- Let us know how many people attended (in person, by e-mail or text message).

WHAT'S IN THE KITCHEN?

- In the labelled cupboards, you will find cups, glasses, bowls and plates that you can use, but their number is limited.
- Make sure that other people using the space at the same time can also use the kitchen.
- Put the dishes in the dishwasher or wash them by hand and leave the kitchen tidy.
- Provide coffee and tea for the participants and attendees of your meeting.
- Signed or labelled food products are reserved for a particular group/person.
- Food products that are not labelled can be used freely.
- Clean the fridge from time to time - throw out expired or unlabelled products. However, we encourage you to use them up.

WHAT ELSE?

- Solidarity Every Day is part of the European Solidarity Centre's social and civic activities aimed at social activists, informal groups and non-governmental organisations. Like our Facebook page to find out more about what we do www.facebook.pl/solidarnosccodziennieecs
- There are lockable lockers and letterboxes available. These are provided free of charge. Ask us for details.
- Want to let your friends know where you work? Tag our space on social media: SOLIDARNOŚĆ CODZIENNIE ECS or #solidarnośćcodziennieecs
- Stop by one of our meetings and let's get to know each other better. Believe us, fantastic things will spring from this!

Find the latest information here:

www.ecs.gda.pl/codziennie

www.facebook.pl/solidarnosccodziennieecs