

Transmedia Lab

Summer 2025 Booking Policy

As Digital Media graduate students, you have 24/7 access to the Transmedia Lab (ACW 103). However, there has been significant interest in using the lab over the summer, so this policy is in place to make sure that everyone can get the time in the lab that they need.

The lab will be available to book **starting May 14th and will end on July 31st**. We will assess August booking closer to that date.

If you would like to make sure you have the space to yourself, please follow these steps to book lab time:

- 1) Check the [calendar](#) for open times. You may request time during open slots and green 'Technician Available' slots.
- 2) Send me an email (kieranmm@yorku.ca) with the time you would like to book and I will confirm with you and enter it in the calendar

Additionally, please follow these guidelines when making your booking:

- 1) Please book **at least one week in advance**.
- 2) We will book **no more than 2 weeks out for general use**. If you have a specific date for an exhibition, conference, etc., let me know and we can make arrangements for that.
- 3) If you expect to use the lab outside of building hours, let me know so we can get after-hours building access added to your YU card. ACW is open 6:30am - 11pm Monday-Friday and 8am to 8pm Saturday-Sunday.
- 4) **If you need to cancel, please let me know at least 24 hours in-advance** so others can use the space. Repeatedly canceling with less than 24 hours notice or failing to show up for booked times may result in **temporary loss of lab booking privileges**.
- 5) If you expect that you will need my assistance for **system overviews, training, or troubleshooting**, please let me know when booking. These appointments will have to take place during my usual lab hours.
- 6) If you need to borrow additional lab equipment, this must be requested during my usual lab hours.
- 7) Please return the lab to its **zero state** (see below) at the end of your booked time. Repeated failure to do so may result in **temporary loss of lab booking privileges**.
- 8) If you need to make changes to lab infrastructure (ie. changing connections at any of the devices at the podium, making changes to speakers, etc.) please let me know
- 9) The lab may occasionally be closed this summer for a few days at a time so that I can perform necessary maintenance.

This policy is in place to ensure that everyone can get the time in the lab that they need and to facilitate your development goals. I'll be continuously assessing this policy over the summer months and will let you know if any changes are made. I'm looking forward to seeing what you create, and hope you have fun working in the lab!

ZERO STATE

Please return the lab to its 'zero state' at the end of your booked time. Resetting to the zero state includes ensuring that:

- Any trash is put in the garbage outside the room
- All lights are turned off
- All projectors (including the classroom Sony projector) are turned off
- The AV rack is turned off
- The podium is returned to it's usual state
- Any physical computing/electronics equipment used during your time is put back in the appropriate cabinet
- Tables are put away in the storage area. We can leave up to three tables in the main area
- Chairs should be stacked on the four carts. Please do not stack more than 13 chairs on any single cart. Additional chairs can be stacked on the floor
- The projection curtains should be put back in their alcoves
- The black curtains can be either closed or open



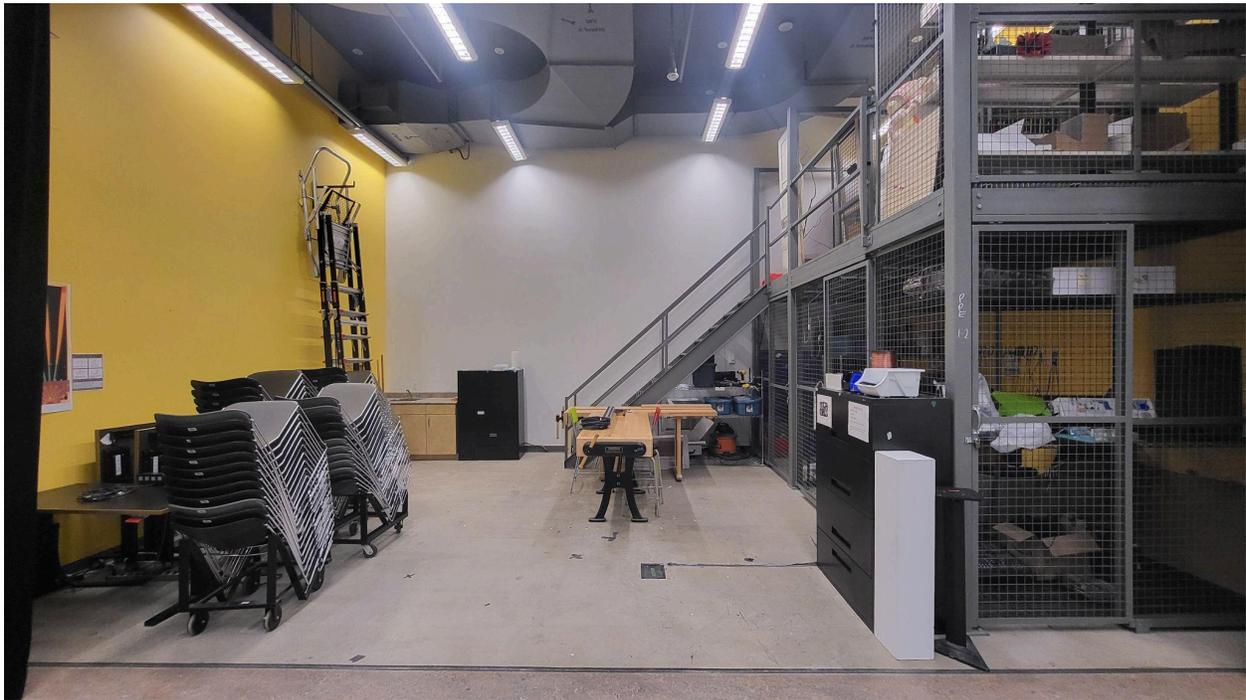
Podium Zero State



Transmedia Lab Zero State



Transmedia Lab Zero State



Storage Area Zero State