

Dundee Science Centre Event Brief

Event Type: External Researcher Visit	Room: Culture Lab
---	--------------------------

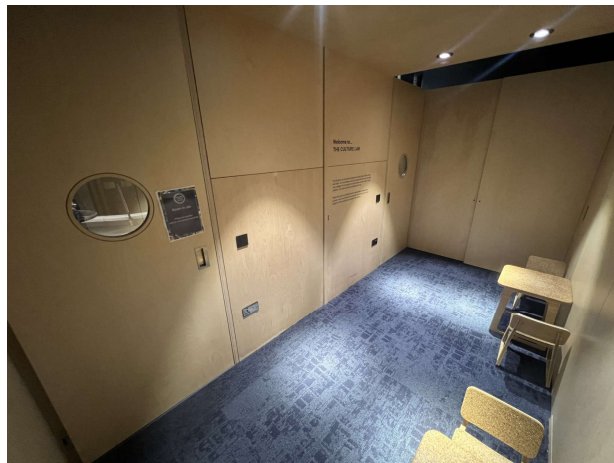
NB: All times dependent on which sessions are being attended. 1 st & 2 nd refer to the two sessions a day.	Organiser Access:	Event Start:	Event finish:	Organiser depart:
Session 1	9:45am	10am	12:30pm	12:45pm
Session 2	12:45pm	1pm	3:30pm	3:45pm
Event overview: This document is a guide for any visiting external researchers on a weekend or Wednesday. It includes information regarding timings, requirements for attending, and equipment/facilities offered at Dundee Science Centre. Researchers can choose to stay all day or for a specific visit slot – which will be discussed at the booking stage. For any further questions regarding anything within this guide, please contact learning@dundeesciencecentre.org.uk .				

Venue Set-up:

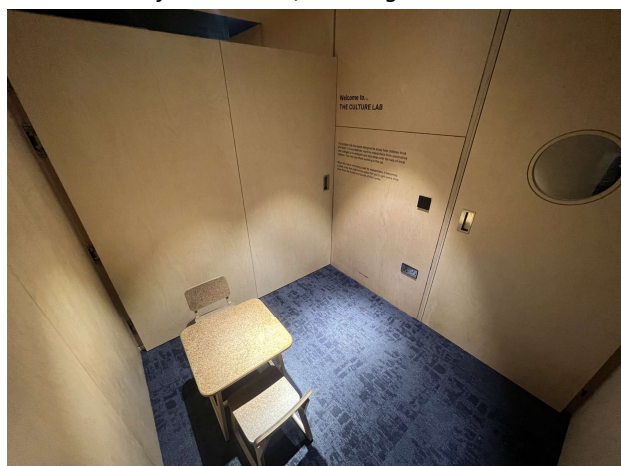
You will be situated in our Culture Lab room, which is located at the back of the Centre on the bottom floor – please see the map at the end of this document. This room is purpose built for both visiting researchers as well as any visitors requiring a quiet/private space.



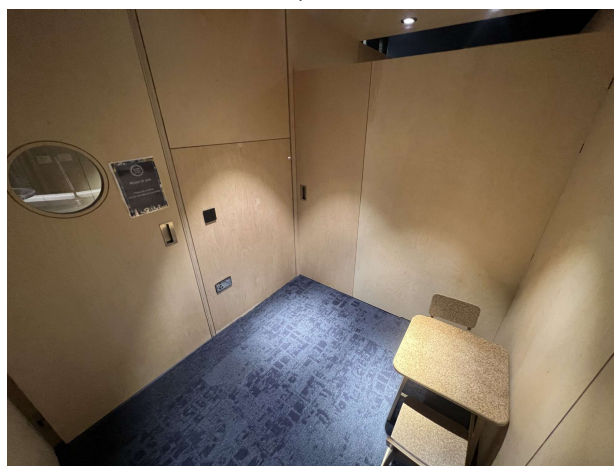
Culture Lab from outside, showing the screen outside



Inside Culture Lab, with the doors shut



Culture Lab split into two smaller rooms – left half



Culture Lab split into two smaller rooms – left half

Room facilities

- The standard setup for the room is 2 small tables and 4 chairs suitable for small children
- The room itself can be closed off to the rest of the public areas through the two doors.
- There are two plug sockets in the room
- Dimmable lights
- When the room is in use we require “Do not enter” signs, which can be placed on the doors when closed
- The room can also be subdivided into two smaller rooms
- If you require any further equipment such as tables and adult chairs, or specific items (see list at bottom of this document) please let us know in advance of your visit.

Visitor/Participant Information

As a requirement of booking, we need the following multimedia items.

- A4 information sign – Located at Reception – Visitor information including:
 - who/what organisation will be performing the research
 - where the research will be taking place
 - what the research will consist of
 - what is the aim of the research/why is this being conducted
 - This document will be placed in a stand at our Reception area, which will be visible as visitors arrive at the centre.
- Video/slideshow/image – Located on TV monitor outside Culture Lab, Visitor information including:
 - a video, image, or set of slides for this monitor to display whilst research is being carried out. Whilst we do require the same information as the information sign above (who, what, where, and why), this can also be used to display anything you think would be relevant to your research, show off your research, or even entice potential participants to take part.

All multimedia items must be sent to and approved by the Dundee Science Centre in advance of your session.

Equipment

- If any electrical equipment is being used, this must have passed a PAT test and have an in-date pass sticker adhered.

On arrival

- enter through the main visitor entrance at the front of the building and check in with our Reception team - please ask for the on-duty VEL (Visitor Experience Leader) who will be the duty manager on the day.
- The VEL will be the point of contact for any questions, requests, or issues on the day, and will also disseminate any information relevant to you being on-site (any fire alarm tests, health & safety, other events in the Centre etc.).
- Any setup/pack-up or moving of equipment must be completed in between sessions, so as not to cause any disturbance to visiting guests. The timings for sessions, breaks, and set-up/pack-up are non-adjustable due to the operational needs of the business, and thus we ask that you respect these whilst on-site.

Throughout your visit

- Dundee Science Centre runs timed sessions, which last for 2.5 hours and can accommodate up to 175 guests in each.
 - All visitors must vacate the exhibition floor at the end of these timings, and the exhibition floor is then reset and cleaned for the next session.
- Researchers can take breaks during session resets – please adhere to timings
- There must always be a researcher present at Culture Lab within the session times, and when there are visitors within the exhibitions - if for any reason you need to leave this area unattended whilst in the middle of a session, please do let a DSC staff member know.

Departure

- Pack-up or moving of equipment must be completed in between sessions, so as not to cause any disturbance to visiting guests.
- The timings for sessions, breaks, and set-up/pack-up are non-adjustable due to the operational needs of the business, and thus we ask that you respect these whilst on-site.
- Any equipment, consumables, or samples must be removed from the building at the end of the session/day – there is no storage available for these items at the Centre.

Please see a timetable below showing the specific timings for a weekend day at the Dundee Science Centre:

TIMETABLE: Please find a chronological table of potential timings

9:45am ↓ 10am	Arrival for 1 st session bookings All set-up must be complete for the 1 st session
10am ↓ 12:30pm	Centre opens to the public for the 1 st session of the day. Centre closes to the public for the 1 st session of the day.
12:30pm ↓ 12:45pm ↓ 1pm	All public to have vacated the exhibition floor, start of break time (30 minutes) for any researchers staying on until 2 nd session Arrival time & set-up for researchers attending 2 nd session only All set-up for the 2 nd session or take-down from the 1 st session must be complete. Departure for researchers attending 1 st session only
1pm ↓ 3:30pm ↓ 3:45pm	Centre opens to the public for the 2 nd session of the day. Centre closes to the public for the 2 nd session of the day All pack-up must be complete, departure time for researchers

EQUIPMENT:

Item	Quantity	Location	Item	Quantity	Location
Early years toys and books		Culture Lab	Flip chart and easel		Culture Lab
Child chairs	4	Culture Lab	Adult chairs		Culture Lab
Child Tables	2	Culture Lab	Split room		Culture Lab

Map

