The Interdisciplinary Hub's physical space was created to support and promote interdisciplinary activities in the College of Social and Applied Human Sciences. The Hub is in the basement of the MacKinnon Building room 019.

The Hub serves as a **connector and broker** to host networking events between interdisciplinary scholars on campus to facilitate interdisciplinary collaboration and dialogue, and as a **capacity builder for interdisciplinary research, teaching, and collaboration.** Example events may include: interdisciplinary research meetings, interdisciplinary speaker series, research space for an interdisciplinary research team (focus groups, one-on-one interviews, brainstorming sessions, digital ethnography, and digital participant observation).

To honour the vision for the Hub's physical space, interdisciplinary activities will be prioritized based on the tiers listed below.

Please note: The room may **not** be booked for regular/re-occurring graduate or undergraduate courses. The room may **not** be booked **in advance** for regular or re-occurring staff, faculty, and/or student meetings.

By booking The Hub, you are agreeing to the following room guidelines:

- CSAHS Dean's Office will provide a point-of-contact for each internal and external room booking.
- Users are responsible for any and all damages, costs, lost items (e.g. HDMI cables, keyboards, mice), or expenses that come as a result of unauthorized activity or failure to adhere to the policy. The CSAHS, its staff, and agents are not liable for any loss, damage, or injury to the individual booking and/or members of its organization or group.
- In the event of a fire alarm, users must leave the meeting room and exit the MacKinnon Building.
- All catering, sales, and solicitation requests must be arranged through Hospitality Services at the University of Guelph prior to the event. No outside catering service is permitted.
- The user accepts full responsibility for ensuring that all Federal, Provincial, Municipal and University laws, by-laws, codes, and regulations are observed and complied with.
- The user is responsible for setting up the room in their preferred configuration of the tables and chairs provided (Note: room capacity is 30).
- Promotion of the event is the responsibility of the organizer. You can submit an [Event Marketing Request Form here](#) to create promotional materials for your event. You can [submit your event through this form](#) to have it included in the weekly CSAHS Message Board email, which goes to all faculty, staff, and grad students within CSAHS.

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Priority Tiers

Tier 1/Priority Events:
Tier 1/Priority events can be booked at any time and up to a year in advance.
  Interdisciplinary networking event

  Interdisciplinary research (including team meetings or brainstorming sessions, or facilitating research: focus groups, one-on-one interviews, brainstorming sessions, digital ethnography, and digital participant observation).

  Interdisciplinary speaker series

  Training/professional development to build capacity for interdisciplinary research, teaching, or collaboration

  CSAHS Hub for Teaching and Learning Excellence events

Tier 2/Secondary Priority
Tier 2 events can be booked up to six weeks in advance.
  One-off CSAHS interdisciplinary graduate or undergraduate classes

  Undergraduate or Graduate student-run interdisciplinary conferences

  One-off CSAHS staff, faculty, or student meetings

  CSAHS recruitment, networking, professional development, alumni, or career events for students

  CSAHS new program launches/open houses

  Wellness events or CSAHS social events

  CSAHS Faculty or staff professional development events

Tier 3/Tertiary Priority
Tier 3 events are outside the vision and mandate of the Hub, or they are events hosted by units outside CSAHS. These events can only be booked up to two weeks in advance. Bookings will be made on a first-come, first-served basis.
  CSAHS Interdisciplinary masters or doctoral defences

  CSAHS Honours thesis events

  All non-CSAHS events

Technical Equipment Available

The room is equipped with four presentation screens. Each screen can display a unique presentation, or they can mirror the presentation being displayed at the front of the room. To use the screens independently, presentations can be run from the computer located behind each screen, or from a laptop brought to the room connected via HDMI. The podium computer at the front of the room also offers access to the cameras (located at the front and back of the room), as well as the room-wide hanging microphones for web conferencing (i.e. Teams) or streaming potential. All computers in the room are connected to campus services and offer access to OneDrive and the college shared network drives when signed in using UoG credentials.

Please note that there is nobody on-site at The Hub who can provide technical assistance.

How to Make a Booking Request

If you'd like to book The Hub, please send an email to csahs@uoguelph.ca with the following information:

- The type of meeting or event you are organizing
- The date(s) and time(s) you'd like to check for availability (please include time for set-up and clean-up)

Your request will be considered and prioritized based on the tiering system above and you will receive an email confirmation once your booking has been entered into the calendar.

The Hub will be unlocked during the time you have booked.