



# JRC Collaborative Space (Collab)

## Terms of use

---

The Collab is open to JRC staff and other Commission's statutory staff, upon reservation by email, to: [EU-CITIZEN-ENGAGEMENT@ec.europa.eu](mailto:EU-CITIZEN-ENGAGEMENT@ec.europa.eu). All bookings are subject to confirmation by the team managing the Collab (JRC.H.1).

---

The Collab is offered as a self-service or, upon agreement, with support from the team managing the Collab.

---

The Collab is designed to host collaborative working meetings such as 1) Co-creation sessions; 2) Brainstorming sessions; 3) Working conferences; 4) Workshops; 5) Hackathons; 6) Training sessions; 7) Team building sessions; and 8) Work retreats.

---

The maximum capacity of the Collab is 60 people.

---

The person listed as the contact person is considered to be the coordinator of the event, even if the Collab is used by another member of the service, an external trainer or a contractor.

---

It is not allowed to hang anything on the walls, except in the available wall stands and whiteboards.

---

The use of shoes is not permitted in the Agora of the Collab.

---

Any problems with the equipment or furniture must be reported immediately to the team managing the Collab, to be fixed.

---

The Collab must be left clean and arranged as it was before the event. Non compliance can result in the coordinator's unit not being allowed to use the Collab in the future.

---

Catering requests are of the responsibility of the coordinator of the event.

---

The team managing the Collab reserves the right to take photographs during the events for the purpose of self-promotion of the Collab. Any photograph considered intrusive can be requested to be deleted. If you wish for your event not to be photographed, please inform beforehand.

---