

For students who are in the lab part-time (e.g., RAs), we have a shared desking system. Access to the rooms where the desks are located is given via the lab director.

## How to book your desk

- **For desks in MC435**, use a single shared Outlook calendar to let others know when you will be in the room and using one of the desks. Ask Shalaleh, Chris, or AJung for edit access. You will need to use your McGill-provided email/account to be able to edit the calendar.
- When you plan to use one of the desks, simply create a calendar event for the time you'll be there, and add your name and the desk number in the event title.
- There are three desks – two in the centre of the room, and one IKEA table by the wall opposite a drill press. If the calendar is triple booked, that means there's no more room for you.

## Policy for sharing hot desks

- Recurring events are ok and encouraged if you will be using the desks at a consistent time/date. If you end up using the desk for the whole week, let AJung know so that we can find a more permanent spot for you instead.
- Respect the calendar. The person who booked the desks in the calendar has priority access to the desks. If you forgot to book, and there are no more room for you, you'll have to yield to those who made the booking.
- As the desks and spaces are shared by many people, it's important to keep the area clean of your personal items, trash, and any unwanted objects.
- Be kind and reflect your plans for the use of the desks as they change. If you can't make it on campus last minute etc., be sure to reflect it on the calendar for others.

From:

<http://wiki.cim.mcgill.ca/!raise/> - **RAISE Lab Wiki**

Permanent link:

[http://wiki.cim.mcgill.ca/!raise/doku.php?id=shared\\_desks](http://wiki.cim.mcgill.ca/!raise/doku.php?id=shared_desks)

Last update: **2023/09/20 20:51**

