



UHCW Innovation Hub

The Red Space - 'A Space to Dream'
how to use and look after this space - a guide for all users

UHCW Innovation Hub 2nd Floor, Clinical Science Building (CSB)

A newly defined space for Innovation and Transformation activity at UHCW - A space for you!

A space to **DREAM, THINK, CREATE and INFLUENCE...**

The Innovation Hub has been carefully created with the hospital in mind. Offering a flexible space to suit the needs of anybody who is after an area where they can plant grass roots ideas and watch them grow to improve the quality of care offered throughout UHCW.

Red Space - 'A space to DREAM' The space is designed for promotional based activities.

A bookable space - A space with tiered seating. The space hosts a webex board and a projector can be provided. No table and chairs are provided in this space however it can fit up to 25 people.



Prototype area

A bookable space - a dual space which hosts 3 bookable computer stations. There is also space for expositions - so should you have a promotional stand which has a transformational purpose you can showcase / promote this here where people enter the hub.



How to book the spaces

The Hub space's **Red, Blue, Green and Yellow** can be booked individually or the **Entire Hub space** can also be booked out as a whole - with space to host up to 150 people.

To book space please submit a booking request through the following link which you can find via TrustNav: <http://trustnav/innovation/the-innovation-hub-csb/innovation-hub-booking-form/>

When booking a hub space the Innovation team will work with you to help make sure the space meets your needs. Priority is given for usage which is for transformational purposes. However, we strongly recommend when booking the space, that you visit the space prior to your meeting to ensure it is fit for your requirements.

If your booking is no longer required please let the Innovation Team know so that the space can be re-allocated.

Innovation Hub equipment

- We are able to provide basic supporting equipment, including:
- Furniture as set out in the pictures of the hub spaces
 - WeBex conference boards
 - Magnets for white boards
 - Whiteboards markers & cleaning products
 - Connecting cables for laptops to screens in hub
 - Presentation facilities (Including projectors)
 - Speakers
 - If you require laptops/ipads for projection facilities please arrange this with ICT
 - Please bring your own pens, post it notes and flip chart paper if this is required.

Using the Innovation Hub

The Innovation Hub is managed by the Innovation team - however it is everyone's responsibility to look after the hub space.

As part of using the hub space you will be responsible for:

- Setting up the furniture in the space to meet your needs.
- Return the space to its original set-up, see photos.
- Arranging any additional ICT requirements directly with ICT (Including additional hardware such as laptops etc)
- Ordering catering requirements via ISS
- Keeping the space clean and tidy, rubbish must be put in the appropriate bins provided and care should be taken with hot drinks.
- Wiping white boards down after use.
- Returning all white board markers, magnets and cleaning cloths back onto the panels attached to the white board.
- Ensuring permanent markers are not used on any of the boards in the Innovation Hub.

Thank you.

'We shape our buildings ; thereafter they shape us'

Winston Churchill

For any further information,
please contact the
Innovation Team at ideas@uhcw.nhs.uk