

The Nexus Centre User Handbook

The Nexus Centre

Email: nexus@mun.ca

Facebook: <https://www.facebook.com/NexusCentreMUN>

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Welcome!

Welcome to the Nexus Centre. We're delighted that you've chosen this space for your event!

We've put together this handbook to help support you as you plan and prepare for your event. It should answer any questions you might have. At the end, you'll find a handy checklist that you can draw on as you plan, prepare, host and then clean up after your event.

Nexus Centre Mission Statement

The Nexus Centre seeks to demonstrate the vital importance of humanities and social sciences research to understanding who we are as human beings, our place in the world, and how we might address pressing societal and environmental problems. The Nexus Centre exists to foster interdisciplinary research connections among students and faculty primarily in the Faculty of Humanities and Social Sciences at Memorial University, but also with partners external to the university (locally, provincially, nationally, and globally). The Nexus Centre supports and engages in many different types of activity to achieve its core mandate: collaborative research projects, symposia, workshops, discussion groups, podcasts, blog entries and speaker series. The Nexus Centre is founded on the idea that interdisciplinary and collaborative approaches to research—seeing things from different angles and engaging with different perspectives through conversation—offer the best way to analyze and address key issues and ideas. The Nexus Centre promotes collaborative and interdisciplinary research as a matter of intellectual interest and for its potential to contribute to the public good.

If you have any questions at all, please contact us at nexus@mun.ca.

Nexus Centre Events

The Nexus Centre hosts and co-hosts a range of in person, hybrid, and online events including workshops, guest lectures, roundtables, research and writing groups, symposia, conferences, and more. In some instances, the Nexus Centre acts as sole host. In other instances, we co-host activities. For more information on these events, please consult the Events Policy (link to policy once available)

The Nexus Centre can support activities in a number of ways: access to the Centre's physical space and amenities, Graduate Assistant support for event preparation (poster making, distribution, on the day support, etc), poster design and distribution, social media promotion, hosting recordings of Nexus events on our website, etc. Please note that we are not equipped to offer technical support, and we encourage all users who require technical support to contact CITL for training in this area.

Description of the Nexus Centre

The Nexus Centre (SN4022) is located on the fourth floor of the Science Building at Memorial University. The room is 637 square feet, with windows (that open) along one side.

In low-risk situations, it has a room capacity of 28 (at 30 square feet per person). The room can be configured in numerous ways. If users want to reconfigure the room, they are welcome to do so; however, they are responsible for ensuring that all furniture remains in working order and that it is returned to the original configuration immediately after the event.





Nexus Centre Amenities

Furniture

The Nexus Centre has a range of furniture that can be configured in numerous ways to suit diverse programming needs. This furniture includes:

- Wired tables (8) and blue armless task chairs (16)
- Wired bar-height tables (2) and stools (4)
- Armchairs (3)
- Lovesats (2)
- Coffee tables (2)
- Black armless chairs (25)
- Grey armless chairs (3)
- Bar-size fridge (1)

Folding Tables

If you need an additional folding table for your event, please contact Facilities Management (facman@mun.ca, 864-7600).

Technology

The Nexus Centre has a range of technology to support in person, hybrid, or remote events. Nexus Centre users can avail of these using their MUNL Login ID and password.

- Computer, Projector, and Screen
- Room Camera and microphones (out of service, May 2022)
- Pointer and Remote Controls

Nexus Centre users can contact CITL to arrange alternative and/or additional technological tools (<https://citl.mun.ca/support/>). Please note that the Centre does not provide training, and that users are responsible for ensuring that all technology remains secure and that the Centre is locked. We encourage all those planning full- or multi-day symposia, conferences, or workshops to familiarize themselves with the space prior to their event. Users planning

hybrid symposia and conferences must book a trial run to test equipment and systems prior to their event booking.

Booking an Event with the Nexus Centre

The Nexus Centre is available for booking by faculty members, postdoctoral fellows, and graduate students in the Faculty of Humanities and Social Sciences. If there is room, the Centre is available for university individuals and/or groups outside HSS.

To book an event at the Nexus Centre, we encourage you to take the following steps:

1. Make sure your proposed event(s) fits into the Nexus Centre's broad vision to support interdisciplinary research in the Humanities and Social Sciences. You can read our Mission Statement above.
2. Contact the Nexus Centre (nexus@mun.ca) to discuss possible options. Include an overview of your proposed event, including: purpose, objective, and a detailed description, as well as your planned date(s) and time(s).
3. Once booked, print out the Event Checklist we've included in the Appendices and use it to organize the various logistical details of your event.

All events hosted or co-hosted by the Nexus Centre must adhere to guidelines laid out in the Nexus Centre's Events Policy, which will be forwarded to all those interested in booking an event/activity with the Centre.

Room Access

The Nexus Centre is accessible by key card access only. The Centre can arrange for MUNL users to have access made available on their MUNL cards; however, this can take a week or two to organize and must be tested out in advance. We are currently working through possibilities for increasing access via Heads. If you have booked the Nexus Centre and find it locked on your arrival, please contact Facilities Management/Campus Enforcement (864-8561) and have a copy of your booking confirmation (and any promotional material) handy.

Land Acknowledgments

All symposia and conferences hosted or cohosted by the Nexus Centre must include Memorial University's official Land Acknowledgment. Memorial has two versions of its Land Acknowledgment, one for in person and one for online events. Both can be found here: <https://www.mun.ca/indigenous/resources/territoryacknowledgement.php>

Guests and participants who are not living in St. John's should be given the opportunity to acknowledge the territories on which they live and work as well.

The Land Acknowledgment for in-person events must also be included at the beginning of any printed program created for your symposium or conference.

Logos

All events and activities hosted or co-hosted by the Nexus Centre must include both Nexus Centre and Memorial University logos on any and all promotional materials. Please contact us as nexus@mun.ca for the Nexus Centre logo. Memorial University logos are available here: <https://www.mun.ca/marcomm/memorials-brand/logos/memorials-logo/>

Event Scenarios

All public events and activities hosted or co-hosted by the Nexus Centre must include an event scenario that lays out the specific details and timelines of events (including Land Acknowledgment), as well as responsibilities for organizers and graduate assistants. A draft scenario must be submitted to the Centre at least one week prior to the event. We include an Event Scenario template as an appendix to this handbook.

Accessibility

Posters and Promotional Materials

All posters, promotional materials, and/or printed programs must be accompanied by Image ID's and Alt-Text. Image IDs and Alt-Text offer text-based descriptions for those who cannot see the poster images. These descriptions must be clear and as concise as possible. (i.e. "The background of the poster features snow-covered mountains, with a river flowing along the bottom of the page. The foregrounded text reads....").

ASL interpretation

For keynote events at public symposia or conferences, we encourage users to avail of ASL interpreters. Please contact NLAD (Newfoundland and Labrador Association of the Deaf) at nlad@nlad.org. There are fees associated with this service.

Closed captioning

If you are hosting an online or hybrid event, consider using a closed captioning service (either within or external to the hosting service you are using).

Gender Pronouns

We encourage users – as hosts – to publicly mark their genders (i.e. she/her; he/him; they/them, etc) and to provide space for guests and participants to identify themselves should and as they so wish.

Transcripts

For online or hybrid events, we encourage you to generate a transcript of talks/presentations/conversations and to make these available to participants. If you would like your event hosted on the Nexus Centre website (<https://www.hss.mun.ca/nexus/>) or YouTube channel (https://www.youtube.com/channel/UCjD_RhCyaLplehHKUZm42gw/videos), we will need the transcript as well.

Social Media Accessibility Guide

St. John's-based disability activist, Lisa Walters, has created an accessibility guide, which can be viewed here: <http://damselinadress.ca/?p=4362&fbclid=IwAR1i1t-On8n8dgUAmPYdrgvS2v4YrCjCU360DRJJ5YzLoCjiQsmHBiauuDA>

Graduate Assistant, Technical and Promotional Support

Graduate Assistant Support

In some cases, we are able to offer Graduate Assistant support for your event, but this must be discussed with the Director in advance. This support will take the form of clearly defined responsibilities, and maximum hours will be determined in advance. This kind of support might include: a) poster design; b) poster dissemination; c) social media updates; d) organizing catering; e) on the day logistical event support. While it is possible that graduate assistants may possess the necessary expertise to offer technical support, this is not something that we can guarantee from term to term, and we encourage all users to avail of any training offered by CITL.

Technical Support

The Nexus Centre cannot offer technical support for events or activities. To mitigate any problems that might arise, the Nexus Centre requires those who are organizing full day or multi day hybrid symposia, workshops, or conferences to book a 30-60 minute trial run in the week before the event to test everything out. We encourage you to contact CITL if you have technical requirements beyond what the room has available, and they are able to offer some training (<https://citl.mun.ca/support/>).

Promotional Support

The Nexus Centre can offer promotional support in the form of disseminating posters, sharing information on our social media pages, and sending information out through HSS Newslines and/or today.mun.ca. We also encourage you to work closely with the HSS Communications Officer to promote your event/activity.

Elevators

There are three elevators in the Science Building. All three will bring you to the fourth floor; however, one is considerably further from the Centre than the others.

Elevators 1 and 2 can be reached by entering either set of doors under the archway into the Science Building parking lot.

- **Elevator 1:** Take right-hand doors and go down to the end of the hallway. Turn right and you will find the elevator on your right. Take elevator to the fourth floor. Exit elevator, turn left and then immediately left again. The Nexus Centre is the first door on your right.
- **Elevator 2:** Take left-hand doors. Turn right and the elevator is immediately to your right. Take elevator to the fourth floor. Exit elevator, turn left, and then left again and go down to the end of the hallway. The Nexus Centre is the last door on the left.
- **Elevator 3** can be found by the large courtyard entry on the opposite of the building. Enter the building and you will find the elevator immediately to your right. Take it to the fourth floor. Exit and turn left, then left and down the hall, left again and down the hall, left again and down the hall, and you will find the Nexus Centre as the last door on your left.

Washrooms

There are no washrooms immediately next to the Nexus Centre. However, users and guests can find washrooms in and near the Nexus Centre as follows:

Women's washrooms (accessible)

- Fourth Floor: Exit the Nexus Centre and turn right. Go to end of hall and turn right. The washroom is at the end of the hall (Room #)

Gender inclusive washroom (not accessible)

- First Floor: Exit Nexus Centre and turn left. Turn immediately right and take elevator or stairs down to first floor. From elevator, turn left and walk to end of hall (from

stairs, turn right and walk to end of hall). Turn left again at end of hall and the washroom will be just a short way down the hall on your left.

Women's washroom (not accessible)

- Fourth Floor: Exit the Nexus Centre and turn left. Go through doors and turn left. Go through doors and continue to end of hallway. You will find the washrooms on your left-hand side, just before the stairwell.

Men's washroom (not accessible)

- Fourth Floor: Exit the Nexus Centre and turn right. Go to end of hall and turn right. The washroom is at the end of the hall.
- Fourth Floor: Exit the Nexus Centre and turn left. Go to the end of the hall and turn right. Go to end of next hall and turn right. Go to end of next wall and turn right again. You will find the washroom on your right-hand side, just past the stairwell.

There are also two (very tiny, not accessible) single stall washrooms in the Biotechnology Building. To access these washrooms, turn left out of the Nexus Centre. At the end of the hall turn right. You will see an elevator and stairs. Take elevator or stairs to the second floor. To your right on exiting the elevator (or left if using stairs), you will see a walkway towards another building. Turn towards the walkway and take the first glass door to the left, which takes you into the Biotechnology Building. The washrooms are immediately to your right.

Catering and On-campus Food Availability

Catering

The Nexus Centre cannot organize catering for your event. There are two options available: if you would like all catering to be set up for you, you will need to use the university's official catering service, Aramark (<https://www.mun.ca/meet/plan/catering-services/>). If you are taking a more DIY approach, you can organize food/drinks via potluck or ask another organization to prepare refreshments for you. In these instances, you would set up everything yourself. Some local organizations that offer catering include:

Hungry Heart Café

Email: catering@stellascircle.ca

Phone: 709-738-6157

Web: <https://www.hungryheartcafe.ca/>

Twitter: @HungryHeartNL

Notes:

- Offers vegan options upon request. (Does not accommodate kosher or halal).
- Delivery generally available at approximately \$20 depending on location, the price of gas, and the amount of food being delivered.
- The hours for delivery are generally between 8:30 am and 3 pm Monday-Friday.
- Require a minimum order when hot entrees are involved as these are special orders.
- Recommend a minimum of 72 hours' notice and 1 week's notice for large and/or special orders.

The Pantry at the Autism Centre

Phone: 709-722-8200

Email: info@autism.nf.net

Web: <https://asnl.ca/pantry/> and

Facebook: <https://www.facebook.com/thepantrycafeandgardens/>

Notes

- Need 2-3 days' notice to deliver at MUN (\$10 delivery fee).
- Can customize vegan food. No kosher and halal.
- No required minimum number of orders.

Wedgwood Cafe & Catering

Phone: 709-726-1860

Web: <https://www.wedgwoodcafe.com/>

Facebook: <https://www.facebook.com/pages/Wedgewood-Cafe/1907023682678208>

Notes:

- Need 2-3 days' notice to deliver at MUN.
- Offers vegan and kosher food.
- 14 pax above to deliver. Complete menu: <https://asnl.ca/wp-content/uploads/2022/06/Catering-Menu.pdf>

Manna European Bakery

Website: <https://www.facebook.com/manna.bakery.nf.ca>

Phone number: 709-739-6992

Notes:

- Most sandwiches are vegan. (can customize sandwiches on request).
- Can offer halal food.

- Need 48 hours' notice to order for delivery.

On Campus Food Availability

There is a small café (take out only) on the first floor of the Science Building. It is open M-F until 3 pm during Fall and Winter terms. There is a small Tim Horton's take out in the Atrium of the Arts and Administration Building. The University Centre has a food court with a number of different establishments. Most are not open on weekends, and may have limited evening hours.

Event Recordings

In many cases, we are able to host event recordings on the Nexus website or YouTube channel. Please ensure that participants have agreed to this. We can host such recordings in perpetuity, or for shorter periods (i.e. 30 days, 60 days).

Recording Specifications

Please submit your video recording in .mp4 format, as auto-created by WebEx or Zoom, without any editing on your part. These usually work smoothly for uploading to the Nexus website or Zoom.

Parking Passes

If you require parking passes for visitors external to Memorial University, please check here: <https://www.mun.ca/cep/parking/for-visitors/> . Please note that it may take a few days to organize this.

Event Supplies

Beyond the use of the space itself, the Nexus Centre does not provide event or emergency supplies. We encourage users to put together their own "event toolkit," equipped with the following basic supplies:

1. A laptop computer for troubleshooting (for hybrid events)
2. Scissors, tape, sticky notes, writing implements, and blank paper
3. Extra batteries in the event that any of the Centre's remotes are dead. All remotes in the Nexus Centre use AAA batteries.
4. Spray cleaner and paper towel for wiping things down.

The Nexus Centre does not currently have an easel and/or flipchart stand. If you require these, please be sure to bring them along.

Housekeeping and Post-Event Clean Up

All Nexus users are responsible for post-event clean up. After your event, please ensure that you have:

- Closed all windows
- Turned off the projector and retracted the screen
- Logged out of the computer
- Taken down any temporary directional signage (template provided in appendix)
- Removed all garbage and recycling and placed in appropriate receptacles outside the Centre (There is a wall garbage can just to the left of the Centre and a recycling bin to the left at the end of the hall).
- Replaced the garbage bags in the garbage cans
- Wiped down all surfaces with paper towel and spray cleaner.
- Replaced furniture to original configuration (consult photos at the beginning of this handbook for reference)

Please note that users who do not clean up after their events may be barred from hosting future events with the Nexus Centre.

Emergency Contact Information

Campus Enforcement and Patrol (for room access; non-emergency): 864-8561

Campus Enforcement and Patrol (emergency): 864-4100

Facilities Management: 864-7600

Appendices

- Draft Event Scenario
- Event Planning Checklist
- Directional Signs Template

EVENT SCENARIO: [TITLE OF EVENT]

Date of Event	[include day(s) of week as well as date(s)]
Time of Event	[include arrival time, event start time, and end time and clean up time]
Format of Event	[indicate in person, hybrid, online, and include web link and registration information if online; indicate if private workshop or public event]
Event Host	[include name, department, and contact info]
Event Lead and Support	[include names of all those involved in logistics, as well as their roles and contact info]
Event Description	[short abstract of event; 100 words is plenty]
Objectives	[purpose of event]
Media	[include webpage, social media, etc for event]
Parking	[indicate who is responsible for parking and # of spots needed]
Keynote/Main Guest	[indicate keynote speakers and contact info here; for online events that require online pre-registration, print out a list to keep track of who should/should not be admitted (to limit bombing)]
Event Recording	[if event is hybrid or online, indicate if you would like to have a recording of the event posted to Nexus website and/or YouTube, and also, if there are time restrictions on how long the event is to be posted – i.e. 30 days, 60 days, etc]

Detailed Event Scenario [*the detailed scenario is for organizing and planning purposes only; not required to submit to Nexus Centre*]

Arrival Time: [indicate time when logistics folks are meant to arrive; include their names]

Opening Time: [this is the time when the ‘doors open’ (or the online room opens) to the public]

Start Time: [event official start time]

Introduction and Land Acknowledgment: [Include name of host and name of person doing Land Acknowledgment. Remember to use MUNL’s official acknowledgment.]

Event: [describe details of all aspects of the event. For example, if it’s a roundtable, indicate who goes first, second, third. Indicate how long they go for. Indicate time when Q&A starts, and when it ends. Indicate who will be managing questions. For online events, indicate if the event will be recorded, and encourage audience to turn off cameras, and in roundtable situations, encourage those who are not speaking to turn off cameras. For symposium or other events, make sure to break down to individual sessions, listing who is responsible for each session]

Event Wrap Up: [indicate name(s) of people doing the final close and thank you.

Event End Time: [indicate planned end time for event]

Post Event Clean up: [indicate names of all those involved in post-event clean up]

Room Locking: [for in-person events, indicate who is responsible for ensuring that the door is locked]

Nexus Centre Event Checklist

As Early as Possible

- ☐ Contact the Nexus Centre to discuss your ideas and plans (nexus@mun.ca)
- ☐ Discuss possibility (and parameters) of Nexus Graduate Assistant support

Four Weeks Before Your Event [DATE:_____]

- ☐ Develop your poster/promotional material
- ☐ Develop Image IDs and Alt-Text
- ☐ Contact ASL interpreters if using (nlad@nlad.ca)
- ☐ Ensure technology you need is available and in place/booked (<https://citl.mun.ca/support/>)

Three Weeks Before Your Event [DATE:_____]

- ☐ Send poster/promo material to the Nexus Centre for distribution (nexus@mun.ca)
- ☐ Confirm catering (if using)
- ☐ Request Room Access on Card

Two Weeks Before Your Event [DATE:_____]

- ☐ Schedule trial run
- ☐ Develop your Event Scenario (template available here: ...)
- ☐ Book folding table, if necessary (facman@mun.ca; 864-7600)

One Week Before Your Event [DATE:_____]

- ☐ Submit Draft Scenario to Nexus Centre and email all with active roles in the event.
- ☐ Do Trial Run in the Nexus Centre
- ☐ Print programs, if required
- ☐ Put your Emergency Supplies Kit together

Event Day [DATE:_____]

- ☐ Arrive at least an hour early for a full day or multi-day event
- ☐ Print out several copies of your Event Scenario
- ☐ Print out directional signs (see appendices)

Post Event Cleanup

- ☐ Turn off projector
- ☐ Turn off and raise screen
- ☐ Log out of computer
- ☐ Shut all windows
- ☐ Empty garbage and place in hallway garbage cans
- ☐ Place all recycling in recycle bins
- ☐ Wipe down all surfaces with cleaner and paper towel (incl. hallway table if you ordered one)
- ☐ Remove all directional signs
- ☐ Make sure door is locked upon departure or contact Facilities Management and wait until they arrive to lock the door.

Emergency Contact Information

Campus Enforcement and Patrol (for room access; non emergency): 864-8561

Campus Enforcement and Patrol (emergency): 864-4100

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