

MEDIAWALL

MediaWall and Atrium Space: Requirements and guidelines for use

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MEDIAWALL

Overview

MediaWall is located in a three-storey-high closed glazed atrium space in Commons academic building on the Newton Park campus of Bath Spa University. Designed from the ground up it is a unique space both to display digital artworks and create new opportunities for learning and teaching. Composed of 30 flat screens spanning 3.75m wide and reaching 7.5m from the floor audiences are immersed in the experience and, through physical inputs and motion detecting sensors, have the potential to interact with installations.

Proposal for works using MediaWall are submitted 2-3 months in advance, reviewed, and approved before going live. Bookings for MediaWall do not require a concurrent booking for the Atrium space, although this may be a requirement for specific projects.

Usage of Atrium is independent of MediaWall but needs to respect the work being shown. The paragraphs below inform how MediaWall and the Atrium space may be used independently and together. Both are bookable spaces.

Atrium Space

Atrium is the central space in Commons with a large daily footfall, this makes it attractive for events looking to capture the interest of students and visitors but these need to be managed so as not to negatively impact other activities in the space including MediaWall and the Student Information Desk (SID).

Using MediaWall

If you are using MediaWall and the Atrium space you still need to follow the guidelines for 'Using the Atrium' and adhere to the 'Designated Spaces' but Zone B is a reserved space for MediaWall and is not independently bookable.

Using Atrium with MediaWall

If you require more space or the activity is considered incompatible with other bookings you will be required to book Zone C. If you are using both MediaWall and the Atrium space you still need to follow the guidelines for Working in the Atrium' and adhere to the 'Designated Spaces'.

Using Atrium independently of MediaWall

Booking the Atrium space will allow you to use Zone C only. You need to follow the guidelines for Working in the Atrium' and adhere to the 'Designated Spaces'.

When using the Atrium independently of MediaWall the following guidelines must be followed to ensure the work showing on MediaWall can be viewed.

- No posters, popups, desks or tables to be placed in front of MediaWall
- No posters, popups, desks or tables to be placed on or in front of the wooden panelling to the left or right of MediaWall.
- Visitors entering the building through the revolving doors should have a clear line of sight to MediaWall on their right as they enter the atrium space.
- The area bounded by the two columns closest to MediaWall and the wall containing MediaWall must be kept clear of tables, desks and chairs. Visitors, staff and students are free to walk through this space.
- MediaWall may be showing work with audio.

For information about using MediaWall contact Neil Glen n.glen@bathspa.ac.uk

MediaWall can be viewed at <http://artdesign.bathspa.ac.uk/mediawall>

Follow MediaWall on twitter @MediaWallBSU - please @mention us or tag your images #mediawallbsu

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Hosting multiple activities in Atrium increases the overall noise level, which can be detrimental to SID. It will be down to the judgement of the booking staff to determine if multiple activities can co-exist.

Bookings for small scale events (such a small promotional stands, charity sales, etc.) require 48 hours notice.

Bookings for events of a larger scale (using all or majority of space) require a minimum of 7 working days. Bookings of this nature need to be approved by Neil Glen (MediaWall), Liam Tarvit (SID and operational H+S) and the Room Booking team to ensure that Commons' Atrium is best placed space for event, that the event is appropriate to proposed dates and times and that the event does not impact on the following:

- Work showing on MediaWall,
- Teaching, seminars and lectures,
- The Student Information Desk,
- Cafe Commons, Learning Commons and open access areas,
- Staff working areas.

It is recommended that organisers of events meet with Liam Tarvit (and/or others) to discuss requirements of event where possible.

All bookings for the Atrium space are made through rooms@bathspa.ac.uk and initial approval for these is dependent on the works showing on MediaWall.

If you require tables, chairs etc these must not be moved from open access or teaching spaces but must be requested through a WMS: <https://applications.bathspa.ac.uk/work/job-logger/default.asp>

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Working in the Atrium

If you are planning to work in the Atrium space you will need to make the university aware in advance. You must contact Liam Tarvit or Jonathan Barden in advance to discuss the potential risks associated with your requirements.

A risk assessment must be undertaken for all events in the Atrium. Full details can be found at:

<https://thehub.bathspa.ac.uk/reference/health-and-safety/monitoring-risk/risk-assessment>

No chairs or furniture to be taken from seating areas in Commons, open access spaces or adjacent teaching spaces. If you require chairs and furniture, or need existing furniture moving, please request from Porterage via WMS who will be able to provide additional resources.

Please include start and end times of events for porterage to both deliver and remove any additional furniture for the required times. Porterage require 7 days notice for any large events, or 48 hours for small requests (such as single tables).

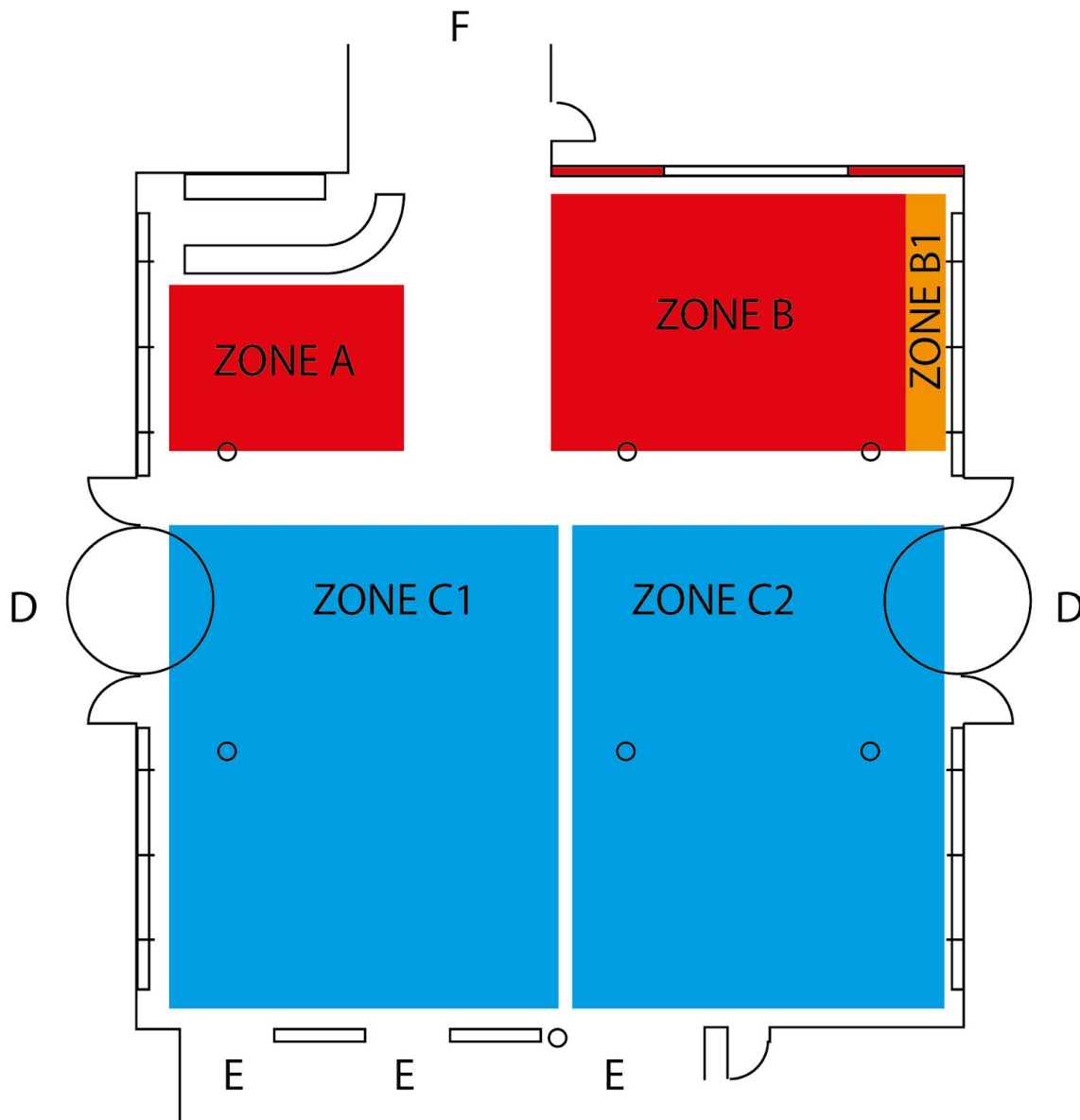
If you require signage for your event, please request use of the A4 poster stands from Porterage via WMS. Under no circumstances can signage be allowed on the walls anywhere within the Commons or on the pillars in the Atrium. All signage will be removed unless displayed in the A4 poster stands. Please confirm start and end times to allow porterage to deliver and remove for the required times. If you wish to promote your event using the TV screen opposite the Student Information Desk, please contact Bath Spa Live.

If you require storage space for equipment, bags and/or personal belongings please book an additional room. If you require this room to be made secure for valuables, please use the WMS systems to request Estates to programme the room so access is restricted to named members of staff. Please specify an end date to allow the room to be opened up for normal usage.

WMS requests can be made here: <https://applications.bathspa.ac.uk/work/job-logger/default.asp>

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Designated Spaces



Zone A is the Student Information Desk, this is a working space and cannot be used for Atrium activities
Zone B is the curated space for MediaWall and must be kept clear all all times, the wall space to either side is marked red
Zone B1 is used to provide capacity for Open Days only and desks must be kept within the marked area.
Zone C1 / C2 are bookable spaces

Accessibility

Whilst the Zones C1/C2 is usable space, access should not be blocked for the following:

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- Access to Student Information Desk (Zone A)
- Access to MediaWall and curated space (Zones B and B1)
- Entrances/exits (D)
- Access to Learning Commons, Café Commons areas and CM.G23/24 (E)
- Access to the TV studios and Asset Store on Lower Ground Floor (F)

As Atrium is a general thoroughfare, there should be sufficient space through or around all exhibitions and stands so as not to impact on building users.

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Contacts

For booking enquiries, please contact rooms@bathspa.ac.uk

For MediaWall enquiries, please contact Neil Glen n.glen@bathspa.ac.uk

All complete risk assessments must be sent to Jonathan Barden - Area Safety Manager j.barden@bathspa.ac.uk

General Atrium enquiries should be made to Liam Tarvit l.tarvit@bathspa.ac.uk

Please use email as the staff listed have other duties and may not be able to respond immediately to phone calls.

Any queries or concerns about events should be directed to the Student Information Desk who will log the query and can contact the appropriate member of staff.

If you are using Atrium and you are approached by staff or students with concerns about the activity you are working on please ask them to report these to the SiD team who will record them.