Glad you’re interested in AVP Space! We really like our spaces and hope you do too.

Here’s some useful information to know in advance, especially if you haven’t booked a space at AVP before. Then next time, you’ll be a pro and can show off to all your friends.

Specific instructions about the new K3 spaces:

**Our address is Puumiehenkuja 5A.**

If you want to see the spaces before your event, contact us well before the event date. Or, if you’re feeling adventurous, drop by and ask us to show them to you. If they’re empty, we’ll be happy to.

**Anna knows the most about the spaces:**
anna.dementyeva@aalto.fi

We are still in the process of setting up the new spaces, which means we don’t currently have a booking system. All the **bookings are done manually through Elettra at elettra.virtanen@aalto.fi.** Don’t worry, she’s nice.

You can book two rooms through AVP:

**Lecture hall B122 “Juniper”**

is a 100m2 room with stackable chairs and foldable tables. It fits comfortably around 50 people with a lecture setup and 70 people with an event setup (no tables). The room has six small breakout rooms connected to it that are booked together with the lecture hall. Each breakout room fits up to 6 people, and each has a different setting accompanied by a presentation screen.

**Meeting room B129 “Meadow”**

is a 55m2 room with stackable chairs and foldable tables. It fits comfortably around 20 people with a lecture setup and 40 people with an event setup (no tables).
Access to the building

The doors are open on weekdays from 7:45 until 15:30. If your reservation takes place within those times, there’s no need to worry about access. Good for you!

If your reservation takes place (even partly) after 15:30 or during the weekend, you need either an Aalto access tag that has rights to the building, or you have to borrow a key tag from us.

- Remember that you need to get the key tag from us on a weekday before the event, between 7:45 and 15:30. Please get in touch with us and let us know when you will be able to come and get it.

- If you do need to borrow a key tag, contact spaces-df@aalto.fi and remember to pick it up on a weekday before the event, between 7:45 and 15:30.

Practicalities

- We do not have a cleaning service — please put the furniture back in their places and take the garbage out of the space after you’re finished. Remember to lift with your legs, not your back!

- Our space policy is DIY — remember to include the possible space preparation time in your reservation hours to organize chairs, tables and such. If you have any concerns about the furniture in the space reserved, ask us beforehand.

- If you use the kitchen for preparing coffee or food, make sure everything is cleaned after your event. Please don’t leave any leftovers or dirty dishes on the counters or in the sink. Put them (dishes, not the leftovers) in the dishwashers or wash them by hand if the machines are full/running.

- The events at Aalto Ventures Program spaces can only last until 24:00 — the event should end, and the spaces be cleaned before that.

- If your event starts later than 15:30 and you want to keep the doors blocked open before your event for people to come in, there has always to be someone responsible for it at the lobby keeping an eye on the door and who comes into the spaces.

- Do not leave the door unattended; you are responsible for the people who attend your event or come in when the doors are open!

- If you loaned a key, remember to return it after the event.
Tech support

→ Lecture hall B122 “Juniper” has two 98” LCD screens. Please note that the space does not have a separate microphone/loudspeaker system for an on-site speaker, so if you want to have an additional AV system for a big audience, please bring your own. Or if you don’t happen to own one, rent it somewhere else in advance.

→ Meeting room B129 “Meadow” has one 86” LCD screen.

→ The technology in our spaces is easy to use and has instructions on it. If you need any assistance, our lobbyshifter can help you (again, between 7:45–15:30).

Any further questions?

→ If you haven’t used our spaces before and want to check the space before your reservation, contact Anna at anna.dementyeva@aalto.fi well before the event to organize a space check.

Catering

We do not offer catering or have any specific catering you should use in our building. However, we can recommend a nearby restaurant Mau-kas. Find their website here: https://www.mau-kas.fi/

Make sure the catering service picks up the dishes after your event!

And that’s it — have a great event at AVP!