



Pilot - Hot Desks for Non-Salaried Students

1. Booking system

- ❖ Book the hot seats through Flexoplus. An invitation email will be sent to you after registration for the pilot is closed.
- ❖ You can book up to 14 days in advance. Please only book the dates you are absolutely sure you will attend.
- ❖ Cancellations: Please cancel your reservation well in advance if you will not be using the shared office. This may allow other users to use the space.

2. House rules

- ❖ General House Rules of the University of Vienna: <https://satzung.univie.ac.at/en/house-rules/>
- ❖ Clean Desk Policy: Keep the workspace clean, inviting, and hygienic for you and everyone else.
- ❖ Keep volume under control: Keep phone calls and conversations at a reasonable volume, and avoid using the room for long discussions.
- ❖ Keep odors in check: Keep the room odor-free and ventilated.
- ❖ Communication and Meetings: The shared office is primarily intended as a (quiet) workspace. You may have short spontaneous conversations or brainstormings with your office colleagues, but please move to conference rooms or quiet rooms for intense discussions, meetings with others, or confidential conversations.
- ❖ Flexibility and adaptability: An open-space office thrives on flexibility. Be open to changes and adjustments, as restructuring is sometimes necessary to make the most of the space.



3. Card distribution system

- ❖ There are a number of cards available at the Institute Secretariat, the IT Office (A318), the Institute Coordinator's Office (A316), the Decant Office (B320), and the VDP Office (B0301). You can pick them up at the VDP office, which is your first point of contact. If the office is closed, you can try the other offices.
- ❖ The card gives you access to the office (A0327B), toilets and kitchens (A329A and C219).
- ❖ Please return the key at the end of your reservation. If you have a series of bookings (e.g. two or three in the same week, or a series Friday-Monday-Tuesday), you can keep the card until the last reservation.

4. Registration for the pilot

- ❖ In order to access the reservation system, your email account must be added to our Flexoplus account. If you would like to be part of this pilot and have access to hot desks this semester, please send an email to vd.philosophy@univie.ac.at by March 7, 2025.