



# Guidelines – Use of BDC Business Centre Meeting Rooms

You are encouraged to meet clients at their place of business or to use MS Teams for remote delivery. You may use a local BDC Business Centre conference room for a workshop facilitation or on an exception's basis for client meetings.

## Our approach

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- You are expected to be self-sufficient with minimal support from Business Centre staff. Ideally someone associated with your project (ie. Business Advisor/Project Lead, Account Manager or Client Partner) will be in the Business Centre you are visiting. If not, try to get the name of an alternative contact ahead of time.
- Depending on the region, many BDC Business Centres don't have receptionists or staff available to provide logistical support. Have your client(s) call you directly so you can greet them when they arrive.
- Electronic passes are required to get in and out of the Business Centre.
- BDC office hours are 9.00AM - 5.00PM. Please coordinate with a BDC staff person if you are arriving early. If your meeting is going to run late, there must be a BDC employee present to close-up the office.

Reminder: When in a Business Centre you represent BDC Advisory Services. Please create a good impression with the local staff and politely deal with any issues that might occur.

## How to reserve a meeting room

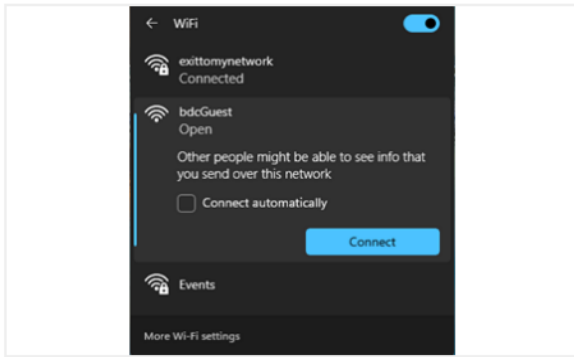
- Please speak directly with your Project Lead to reserve a meeting room and coordinate with any staff who will be in the Business Centre to meet you.
- Use your BDC Outlook Calendar to schedule your meeting with client, Project Lead and the Account manager (if applicable).
- Please be sure to CANCEL your reservation in the event of a change so others can use the room.

## Logistics: WIFI access, use of AV equipment and meal delivery

- See page 2 for WIFI access.
- If you plan on using AV (Audiovisual) equipment, check ahead to ensure there are VGA or HDMI adapters or bring your own.
- In cases where your project includes a meal budget, we suggest you order using an application such as Uber Eats, Skip the Dishes, Door Dash, etc. Note: BDC staff are not available to order on your behalf.

## After the meeting

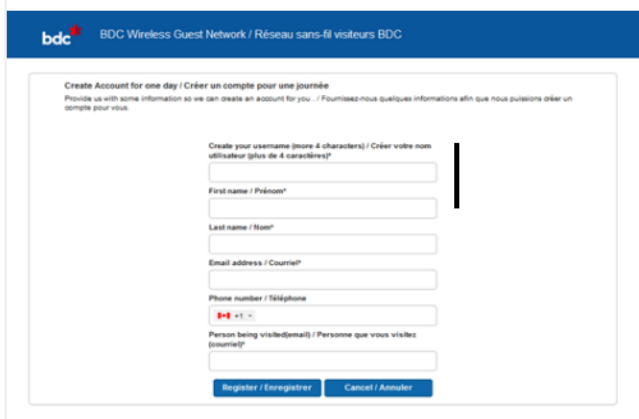
- Make sure to leave the room as it was when you arrived.
- Please clean up all garbage and put any dirty dishes in the kitchen dishwasher



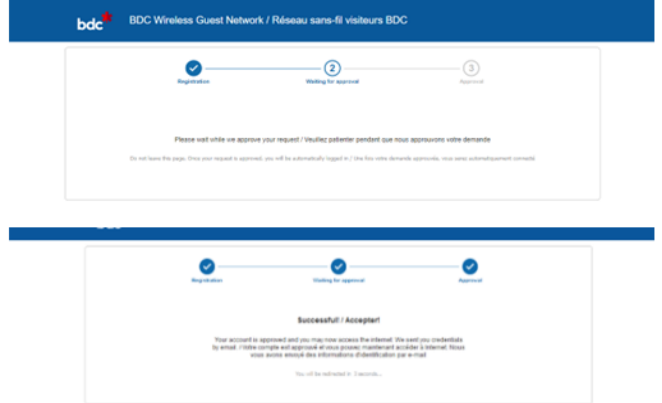
**1** Connect to Wi-Fi "bdcGuest"



**2** Request access by clicking on "One-day access / Accès d'un jour".



**3** Fill in the form



**4** Confirmation and acceptance of request



**5** To confirm access, accept the "Acceptable Use Policy" by clicking "Accept".



**6** Email Confirmation with your information and password.

**Note:** If you exit the request page after step 4, return to step 2 and enter the username and password received in the email in step 6.