Booking the Space

IOE staff can make a preliminary reservation for one of the two bookable areas using the central room bookings system:

Room Booker (http://ioenet.inst.ioe.ac.uk/services/rooms/Pages/default.aspx).

The rooms are listed as:

1. The Space - Observation Suite
2. The Space - EEG Room which is for the exclusive use of CRAE

You should note in the notes field when booking whether you will be using any of the communal spaces. Where another user has booked one of the spaces at the same time double click on the booking to check if communal spaces are being used. If a clash does occur liaise with the booking party directly to arrange sharing the communal spaces.

How to make sure the furniture is set up to suit your session:
The observation suite can be set up in various configurations depending on the size and activity of your group. You'll need to book this directly with Domestic services who can apprise you of the various configurations available. Domestic services can be contacted by emailing: domesticservices@ioe.ac.uk

Accessing the Space
The Space is located by Core C on the 4th Floor of 20 Bedford Way. As a member of Institute staff you can automatically access The Space using your ID card. There are also 3 key cards available for visitors – which can be signed out by staff at reception. External visitors should be met at Reception and escorted to The Space. The key cards and the safety of all visitors whilst on site will be the responsibility of the member of staff escorting the visitors. This member of staff is also expected to control access through any and all security doors on route to The Space. This may require additional rights on your access cards which is obtained from accesscontrol@ioe.ac.uk.

For groups containing children or other guests with mobility issues, the route will be via the Library staff entrance. For other groups, access is from Reception, via the 5th floor to Core C stairs and back down to the 4th floor.

Facilities within the centre:
A networked computer is available in the Observation room. As the centre will be used for the observation of children at play the area has a selection of toys, games and books which are located in the storage room. There is also a section of furniture available within the storage area which can be configured to suit various observation or discussion activities.

Health and Safety
The Space is not a staffed area, therefore the member of staff who accompanies visitors to The Space is responsible for their safety whilst they remain on the IOE premises. There is a Fire Marshall jacket positioned inside the left hand entrance door to The Space on Level 4. The Fire Exits are directly to the left and the right of The Space (see attached diagram).