The Ingenuity Lab

Guidelines
2017
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Welcome to the Ingenuity Lab

The Ingenuity Lab is run by the Haydn Green Institute for Innovation and Entrepreneurship, which is part of Nottingham University’s Business School. We are based at the Ingenuity Centre on the University of Nottingham’s Innovation Park (UNIP), Jubilee Campus, Nottingham.

Our aims
The Ingenuity Lab’s mission is to create an environment where students and alumni of the University of Nottingham can explore ideas and start their own enterprises.

We aim to:

- Create a stimulating culture of ideas generation and exploration.
- Establish a dynamic community of student and alumni entrepreneurs.
- Offer support, advice and mentoring from experienced entrepreneurs and specialist consultants.
- Offer a range of products and services to support business formation and development.
- Develop a physical space to inspire and grow new enterprise.

Why join?
If you have an interest in business, whether it’s a fully commercial venture or a social enterprise, then the Lab is where you need to be. Our ambition is to create an innovative community of entrepreneurs, working together to develop ideas, encourage radical innovation and produce exciting new start-ups.

The Lab’s ethos is about exploration, co-operation and collaboration, striving to produce innovative solutions to social/market problems. Our aim is to create products and services that are not only fit for purpose but offer a different perspective and approach.

The Lab focuses on two main areas:

1. The Lab community brings members together to develop peer-to-peer networks as well as offers a regular timetable of events to challenge perceptions, offer greater understanding, and develop the practice of entrepreneurship.

2. Enterprise start up activity supports great ideas from competitions and surgeries through to structures that accelerate your ideas into the market place towards entrepreneurial success.
Work v’s study
Whilst we will give you every encouragement to develop yourselves and your business, we do ask that you always consider your studies first. Working with the Lab can offer considerable added value to your academic experience but your degree must come first and you should consider how any entrepreneurial activity would affect your academic focus and try to schedule Lab activity outside of peak academic periods.

It’s up to you!
The Lab will advise, encourage and try to stir things up from time to time; however, the responsibility for your business and the decisions you make ultimately rest with you, the entrepreneur. We recommend that you listen to the advice which is offered and then decide for yourself what feels right and the direction to proceed.

Furthermore, the entrepreneurial path is paved with highs and lows; it will challenge you and test your dedication and abilities. To succeed, you need to become resilient, focused, resourceful, determined and most of all have a passion for what you do!

Our competitions and events are designed to give you a taste of this and will hopefully test whether you really have the passion, the drive and the skillset to succeed in this field. Also, engagement with areas of enterprise development will offer you very transferrable skills into working life.
How it works

Membership
Two levels of membership are available to students and alumni, Standard and Venture memberships. We also have a third membership specially designed for Postgraduate students within the business school. All services and products are available free of charge to all users as long as they are, or were, students of the University of Nottingham in the UK, Malaysia or China.

Standard membership
Standard membership is aimed at those who are interested in ideas and the process of entrepreneurship but may not want to actually start a business. You may want to be part of one of our competitions, attend events or just keep up with what is happening in the Lab. To access this membership, simply fill in your details, and that’s it; you’re a standard member. Please note that this membership does not include daily use of the Lab.

Venture membership
Venture membership is for those who are interested in moving towards starting a business, or already have a business. We offer a range of services and products that will assist you to plan, develop, implement and then grow your business.

You will have a space to work, desk, phone and printer. You can use the Lab as your business address, have your post delivered and also take advantage of free tea and coffee. There is also a lounge where you can relax and meet other members, and a bookable meeting room.

We also have a range of experts who will advise you on business essentials including contracts, patents, sales, marketing, and accounting.

Venture Membership includes:

Space to work:
- Use of the Lab Workspace.
- Use of the Lab Lounge.
- Access to Lab meeting room as well as other facilities of UNIP (some charges may apply for UNIP services).
- Free phone and printing facilities (reasonable usage policy applies).
- Use of the Lab as a business address (conditions apply).
- Daily lockers to keep your belongings secure (according to availability).
Business advice:
- Mentoring from industry experts (as available)
- Seminars and surgeries

Business development opportunities:
- Business start-up grants (as available).
- PR and marketing opportunities for your business.
- Ingenuity Prize (annual competitions for undergraduates, postgraduates and alumni).

Community events:
- Peer-to-Peer socials
- Disruptive debates
- Industry challenges

Becoming a Venture Member
To join, simply follow this link to register as a member, and complete the online form, providing a business summary. You will then be asked to have an initial meeting with the Lab Manager, and then we will get you on your way!

Please Note: Registration documents and guidelines do not constitute a contract between you as an Ingenuity Lab member and the University of Nottingham. The University reserves the right to withdraw the services outlined at any time.

Academic membership

Academic membership is designed for students enrolled in the Haydn Green Institute’s Postgraduate courses. This membership provides access to Ingenuity Lab events and full use of the Lab space. However, the membership does not include access to monthly surgeries or participation in the Nottingham Ingenuity Fund. No business plan summary is required for this membership as it is included as a provision of the course.
Lab Offerings

Space to work
As a venture member, you have access to the Lab’s work space, meeting room and lounge.

The Lab features:
- 40 hot desks located in both social and quiet spaces.
- Ten permanent pods are also available for businesses to use (conditions apply)
- Phones are available for free UK calls (international calls not included)
- Free printing
- Access to monitors
- Lockers
- Free tea and coffee
- Pigeon-hole for your company’s post (conditions apply)
- The Lounge offers you space to relax, read or unwind. No prior-booking is required to use this space; however, a reasonable usage policy applies.
- Finally, there is a meeting room within the Lab, which holds up to 10 people, and has a smart TV installed. The meeting room can be booked during office hours via email (ingenuitylab@nottingham.ac.uk).

Business advice
We have a range of business advisors who can offer you impartial advice and help signpost you in the best direction. The Lab has two business advisors on staff in addition to a range of external specialist experts available free of charge covering the following subject areas.

- Legal and contracts
- IP and patents
- Sales and Marketing
- Accounts and formation
- Investment advice
- Branding
- Product Design

Specialist information is delivered via seminars in the Lab, and then face-to-face surgeries enable you to ask deeper questions.

Seminars are held regularly and surgeries are held monthly; both can be booked with the Lab Administrator. Please note that although these sessions are confidential, the visiting professionals may discuss the topics raised with Ingenuity Lab staff. We generally offer no more than 3 visits per enterprise but further consultations can be arranged if availability exists.
Business Development

Grants - The Lab has a variety of grants it offers to the membership each year and are offered primarily through the Ingenuity Prizes. All grants are given against agreed business development targets and must be paid directly into a valid bank account.

From time to time additional small grants may be available to help members develop their business ideas. We will let members know about these as and when they become available.

Promotion - We also have some capacity to promote Lab businesses. This is reserved for those that are trading and can demonstrate a clear benefit to their business from PR. Please contact the Lab administrator for more details.

Ingenuity Prize - The Ingenuity Competition is the Lab’s own business competition and runs once a year. It is the University of Nottingham’s (UoN) annual, tri-campus entrepreneurship competition, open to all UoN undergraduates, postgraduates, alumni and early stage researchers in the UK, Malaysia and Ningbo. It consists of various interactive events delivered by academic and industry experts. For more information, please see the pages for the Ingenuity Competition on our website.

Grow-on Space
The Lab is intended for those investigating their idea or in the early stages of development but once your business starts to grow you may need dedicated desk space. The Ingenuity Centre is designed for the growth of startup businesses and office space is available at a charge. Please contact UNIP reception to discuss this further: BB-UNIP-Reception@nottingham.ac.uk

Using the Lab
The building reception is currently staffed from 9.00am to 5.30pm on weekdays. Venture members have 24/7 card access to the Lab to work; however, sleeping is not allowed in any part of the building.

The Lab Office is closed on weekends and University designated staff holiday periods and bank holidays. Please check dates with the Ingenuity Lab administrator.

The Lab is a shared space; therefore, please ensure that your desk is clear and tidy when you leave. Also, please make sure you work as quietly as possible. Phone calls should be kept to a minimum or taken outside of the Lab. The Ingenuity Lab is used by a large and varied group of students and entrepreneurs for whom a professional working environment is critical to the success of their business. We ask you to maintain a high level of professional
conduct at all times and to give careful consideration to the needs of others. Failure to do so could result in your membership being revoked.

**IT Access** - Alumni Venture members will be issued with a username and password and students should use their UoN sign on. The University wireless network is also available. Please let us know if you need access. Please see Appendix two for internet terms of usage.

**Food and Drink** – In order to keep the facility clean and tidy, please ensure that any crockery or cutlery you or your visitors use is washed, dried and put away at the end of the day or put in the dishwasher in the corridor.

**Receiving post** - Each individual business must be registered separately and permission to use the address must be sought from university staff on each occasion. This is the case whether or not you already have a business registered with us.

In order to satisfy money laundering regulations which came into effect 1st April 2008, anyone wishing to use the Ingenuity Lab address as a correspondence address or wishing to use it to register a limited company with Companies House or HMRC must provide 2 proofs of identity, copies of which will be kept on file for the period specified by the legislation.

Appropriate documents for providing proof of identity include: passport, photo driving licence or birth certificate, but other documents may be accepted. Please ask if you are unsure. If you are a student, your student library card can form one of the two proofs required.

**Until we have received proof of identity, you must not use the Lab address. Any mail received for an individual or company which has not provided the requested documentation will be returned unopened to the sender.** For further information about the Money Laundering Regulations legislation, please visit: [www.hmrc.gov.uk/mlr/regs.htm](http://www.hmrc.gov.uk/mlr/regs.htm)

**Visitors and Extra Staff** - If you are expecting a visitor, please note that they are your responsibility and please ensure that you are there to greet them. Please ensure you are present at the Ingenuity Lab before your visitors arrive. Please also note that you are responsible for ensuring that your visitors comply with the guidelines for use of the building.

Extra members of staff will be monitored as the Lab is designed for individual use or small teams to use for limited periods only. Additional team members who are not UoN students or alumni should number no more than two. The Lab Manager reserves the right to limit representatives of a company to one in busy periods.
Appendix 1
Terms and conditions

Membership of the Ingenuity Lab is open to:
- Current registered University of Nottingham students;
- Alumni of the University of Nottingham, normally up to 12 months from registration date for pre-start businesses.
- Other individuals at the discretion of Ingenuity Lab Manager.

Ingenuity Lab members must:
- Take full responsibility for their own possessions. Those using hot desk spaces need to take all personal belongings off the premises and leave desks clear when they leave;
- Use the booking system for the use of meeting rooms;
- Use photocopying, stationery, telephones and postage in reasonable quantities only (Lab Manager reserves the right to decide what is reasonable);
- Use the facilities for the activities of the specified business only;
- Notify the Ingenuity Lab administrator of changes to contact details;
- Seek permission before trading from the Ingenuity Lab or using the Ingenuity Lab as a registered business address with Companies House or with HMRC.
- Provide proof of identity if wishing to use The Ingenuity Lab address for business purposes;
- Inform Ingenuity Lab staff if the business proposes to promote services which may reasonably be expected to duplicate or conflict with existing university activity;
- Ensure that their business operates entirely within the UK legal system;
- Comply with UK immigration regulations where appropriate;
- Ensure that they are aware of, and comply with current Data Protection and Health and Safety legislation;
- Maintain a high standard of professional conduct;
- Not hold the Lab, or the University, liable for any information offered through one to one meetings, event or documentation provided through the activity of the Lab.
Ingenuity Lab members must not:

- Use any University logo on any business stationary or promotional material or imply that the university endorses the activity of the business without prior agreement.
- Use the Lab for anything other than outlined above without prior approval from the Head of The Ingenuity Lab.
- Attempt to compete, or pass off, as a provider of any activity or service that could reasonably be understood to duplicate activity or services being provided by the University of Nottingham. Any business that intends to work in a related or similar field must first seek the approval of the Head of the Ingenuity Lab and will be expected to gain the approval of the Head of Service or Department where relevant. Failure to do so will result in the business being required to modify their activity or in extreme cases leave the Ingenuity Lab.

Please Note: Memberships can be revoked at any time if the management of the Lab feel that they are no longer able to support the individual or business; or that the business or individual is disruptive to the smooth running of the Lab. They may also revoke membership if they feel that Lab facilities are not being used with the spirit or respect they deserve. This includes a reasonable usage policy that is at the sole discretion of The Head of The Ingenuity Lab. These decisions are final and we aim to give you 30 days notice of termination unless exceptional circumstances apply. Finally the Lab reserves the right to suspend services from time to time and remove services as it sees fit. All changes will be given notice via email.
Appendix 2
Code of practice for users of the university computing facilities

- Access to University computing facilities is normally granted by the issue of an individual username and initial password. The individual concerned is solely responsible for work undertaken from any username issued. Users must only use their own username when accessing the University network. Users are responsible for the security of their passwords. Passwords should not normally be divulged to others and should be regularly changed, whilst ensuring that the codes chosen are unlikely to be discovered by others.
- Access to University computing facilities is given and allocations of resources are made for the purposes of the University, as approved by the departmental/school IT representative, and for the operations and management of the University.
- Users must not damage University computer equipment or interfere with systems or any other user software housed on the University computer systems, e.g. by introducing viruses.
- Users must not use or attempt to use any network from the University for unauthorised purposes. In particular, the JANET network is subject to the JANET Acceptable Use Policy.
- Users must not use or attempt to use any networked service accessed from the university for unauthorised purposes. Use of licensed services must comply with the license conditions. In particular, use of software/datasets licensed through CHEST must comply with the CHEST Code of Conduct and its associated Copyright Acknowledgement.
- All software used on University IT equipment must be appropriately licensed, and proof of such licences must be made available on request.
- Information issued by Information Services in official notices, circulars and instructions, and verbal advice given to users is not confidential except where it is stated to be so. However, users are warned to follow strictly any instructions issued regarding the use of proprietary software and any other confidential information. It is strongly emphasised that no such confidential information may be copied, modified or disseminated without the consent of the Chief Information Officer or the Head of Department/School, as appropriate.
- Users must not access, transmit, store, print, promote or display material where to do so constitutes a criminal offence or a civil wrong. Examples of criminal offences include the possession without a legitimate reason of an indecent photograph of a child; the possession without reasonable excuse of information of a kind likely to be useful to a person committing or preparing an act of terrorism. Examples of civil
wrongs include defamation, breach of confidence and the misuse of private information.

- Users should adhere to the rules and regulations surrounding the use of social networking sites (for example not posting material in such a way as to bully or harass, or to bring the University into disrepute).
- Users must not use any 3rd party materials (including images, databases, text, sounds, logos, trade marks) in any documents (including emails and web pages) either in breach of that person’s intellectual property rights and/or without consent of the owner.
- Users must not send unsolicited bulk emails (spam) unrelated to the academic purposes of the University.
- Users must comply with the borrower agreement for the loan of University laptops.
- Projects sponsored by outside bodies should not make use of University IT facilities without prior consent of the Chief Information Officer (or nominee).
Appendix 3
Graduate entrepreneurship visa

The Lab works in partnership with the University of Nottingham’s Visa and Immigration Office to offer a set number of visas each year. They run from April to April and are specifically for graduates to stay in the UK to develop a business.

The Tier One visas are for two years and can start at any time during the year. Initially the applicant will be expected to submit a business plan to The Head of The Ingenuity Lab for consideration and once satisfied the Lab will recommend the applicant for a visa. You will then need to satisfy further statutory conditions with the Visa and Immigration Office before your visa will be granted. Please contact the Visa and Immigration Office for further details.

Please note that you will be expected to attend regular meetings with your visa mentor to monitor your progress; failure to do so could result in your visa being revoked. A decision will be made at the end of the first year, to whether sufficient progress has been made before applicants will be allowed to progress to the 2nd year.

For more information, please contact the Lab Administrator. Please also see the following links for more information about UK visas.

The University of Nottingham
Hong Sun, 0115 846 7094

The UK Visa site:
https://www.gov.uk/tier-4-general-visa

UK Border Agency

The Council for International Education:
www.ukcosa.org.uk
Appendix 4
Fire procedures

1. Fire Precautions

An automatic fire detection system is installed in the building and includes emergency
lighting. It is maintained by University Estates. The University Fire Safety Advisor
undertakes fire risk assessments of the building in line with current legislation.

All tenants must ensure their staff members are familiar with the following procedures:

FIRE ACTION PROCEDURE

IF YOU DISCOVER A FIRE

- Raise the alarm by breaking the nearest break glass call point.
- If possible inform the Security Control Room on ext.18888 with details of the
  incident or contact the fire brigade using the 999 system.
- Do not put yourself at risk - only tackle the fire with an appropriate fire
  extinguisher if you find yourself trapped.
- Close doors on your way out and leave the building by the nearest exit. Do not
  use the lifts.
- All tenants should ensure that their staff members and any visitors to their office
  begin the evacuation process and leave the building. Assist any less mobile
  persons with their evacuation as necessary.
- Depending on your exit route, report to the assembly point in the Permit
  Holder’s Car Park. Pass on any information you may have to security or the fire
  brigade.
- Do not re-enter the building until security or the fire brigade say that it is safe
to do so.

IF YOU HEAR THE FIRE ALARM

- Leave the building using the nearest exit, closing doors and windows as you
  leave. Do not use the lift.
- All tenants should ensure that their staff members and any visitors to their office
  begin the evacuation process and leave the building. Assist any less mobile
  persons with their evacuation as necessary.
- Depending on your exit route, report to the fire assembly point in the UNIP staff
  car park. Pass on any relevant information to security or the fire brigade.
- Do not re-enter the building until security or the fire brigade say that it is safe
to do so.
**EMERGENCY EVACUATION ARRANGEMENTS - MOBILITY IMPAIRED PERSONS**

Lifts must not be used in the event of a fire.

If the alarm sounds you should leave the building using the nearest suitable exit to the outside. If you are on a floor from which you cannot exit without using a lift you should make your way to the nearest refuge.

A refuge is a temporary safe space for you to await assistance for your evacuation. It comprises a fire resisting enclosure that is served directly by a safe route to a storey exit, evacuation lift or final exit. Refuges are located on B and C floors at each main staircase landing. The location of refuges is shown on the building access plans located inside the main entrance of the building.

Once in the refuge you should contact Security Control using the telephone in the refuge or a mobile phone (telephone 0115 951 8888) to indicate your presence in a refuge. You will be asked for your name, the location of the refuge, and your mobile telephone number so that the Security Office can keep in contact with you to provide you with information about the alarm and your evacuation. The overwhelming majority of fire alarm activations are due to reasons other than a fire so you should not worry and remain calm.

A member of the response team should contact you within a few minutes. You will not be evacuated unless it is necessary to do this. If it necessary to evacuate you and there is not a suitable lift then you might be asked to transfer to an Evac Chair. This is a specially designed chair for descending staircases. You are encouraged to try one of these at an early point of your time at the Innovation Park. If you have any reservations about the use or suitability of an Evac Chair you should make this known so that your requirements can be reviewed and alternative arrangements made.

**FIRE ALARM TESTING**

The fire alarm is tested every Thursday morning shortly after 8am and is a single siren tone which will last for a maximum of 30 seconds. If the alarm sounds for longer than this you must evacuate the building. If you become aware that you are not able to hear the fire alarm in your area, please report this immediately to Reception.

*Fire Safety Notices are displayed throughout the building. Please familiarise yourself and your business associates/team members with these instructions and check the location of all the fire exits, break glass call points and refuges.*

If in doubt leave it to the emergency services
Appendix 5
The Ingenuity Lab contact details

The Ingenuity Lab
T: 0115 951 5204
E: Ingenuitylab@nottingham.ac.uk