

Welcome to co-working at the UB Incubators!

As a co-working member, you are beginning to take important steps to further your startup. We are here to help you, support you, and foster the growth of your startup in Western New York.

Co-working at the UB Incubators

- Co-working is a collaborative, open space. Open 24/7 by access of a fob or badge, you are able to access the space on your own time. We ask that you follow the carry-in, carry-out protocol of taking home anything that you bring with you to the space.
- Access to snacks, coffee, and typical breakroom equipment can be found in the lounges. Availability of snacks, coffee, and equipment is **not** guaranteed. We encourage you to provide your own coffee and snacks, specifically if hosting any guests.
- Need to book a meeting room to have a call, or host a guest? Visit <https://teamup.com/ks939992596cb6d79d> to book a meeting room. Please be sure to note of the capacity of each room prior to booking.
- As a co-working member, you have the ability to receive mentoring (upon request) of up to 2 hours/month. You are responsible for initiating, coordinating, and scheduling sessions with our mentors. Mentoring includes business and technical advice, and periodic business model reviews.

Please follow these guidelines to help make co-working work for you, as well as other members of the community.

- **Sign-in:** Please sign-in when you enter the space. This ensures the use of the space and its impact on the community.
- **Leave no trace:** Take all of your belongings when you leave co-working. Throw away any trash, recycling, and clean the space you had last used so that it is available for the next person. Wipe down the whiteboards when you are finished with the space, as information cannot be saved day-to-day.
- **Wi-Fi:** Access to guest wi-fi is available via UB_Connect. If you have a UBIT email and password, we encourage you to utilize the UB_Secure network.
- **Be Mindful:** Co-working is an open space for all members to use. Be mindful of noise that interferes with quiet enjoyment by others. Please be cooperative and courteous to others in the space.

Questions about co-working? Contact one of our staff members below!

- Incubator @ Baird: Rachel Boruszewski, raborusz@buffalo.edu, 716-645-1395
- Incubator @ CBLS: Kathryn Helfer, kehelfer@buffalo.edu, 716-881-8938

Visit the MyIncubator page for more information on co-working and the UB Incubators, at buffalo.edu/myincubator