

# Member Guide to Member Area

- If you would like to come to the techUK offices to use the 'touch down' desks in the member area, spaces will be allocated on a first come first served basis. If you arrive and the member area is already full, please be aware that we may have to turn you away.
- If you arrange to have a meeting with a third party in the member area, you may want to call before your appointment time to ensure there is sufficient space for you and your guest. You will also need to provide reception with the name of your guest in advance of their arrival.
- On arrival, please adhere to the following procedures:
  - Use the hand sanitiser available in Reception to sanitise your hands.
  - Please check-in with the techUK reception, providing your name and company name.
  - You can use any desk that is available in the member area, but we ask you not to change your desk throughout the day for hygiene purposes.
  - Help yourself to drinks throughout the day. Please use the supplied sanitiser to sanitise your hands before using the touchscreens.
  - All meeting rooms will be available for pre-booked meetings only and must not otherwise be used.
- Before you leave the building, please:
  - Clear any rubbish from your workspace and ensure you take all your personal belongings with you.
- If you have any questions or concerns whilst onsite, please speak to the person at the techUK reception, who will be able to assist you.