



PBLabs RZ D8

Fact sheet 1: Booking and Access

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PBLabs RZ D8 is a dedicated teaching space for project-based education at the RZ building (Clausiusstrasse 59, 8006 Zürich). It is located on the D-Floor and serves as a laboratory and testbed for ETH's future teaching environments.

The space can host from 20-150 people in different settings (teamwork, gathering, seminar etc. for more details please refer to the [floorplans](#) at the end of this factsheet.

The first essential step to initiate any event is to book the venue. For events where catering will be provided, please refer to the "**Factsheet 2: User Guide**" along with the information provided below.

1. Specifics of PBLabs RZ

PBLabs RZ features the following areas:

- The **main teaching space** (RZ D8, 200m², up to 12 teams of 8 people)
- An overlooking gallery with **breakout spaces** (RZ DO1, 60m², 2 teams of 10 people or 4 smaller teams) and a welcome area.
- Under the gallery, there is a small **storage area** where classes can store their materials temporarily. It's important to note that the storage area is open, so please ensure to clearly mark all belongings and refrain from leaving valuables (e.g. prototypes, devices) in this area. Additionally, a few lockable cupboards are available.

The second gallery, above the **welcome area** (RZ D011), is occasionally used by PBLabs and other UTL teams. Please be aware that the gallery is not part of the reservation, however, lecturers/organizers are welcome to co-work in the space. This gallery is not to be used by students.

1.1 Booking procedure

Each semester, there is a public call for booking semester courses, block courses, and workshops, with the deadlines available on our website: [PBLabs RZ](#). To reserve the space, you can submit your inquiry by completing the following form:

[PBLabs RZ - Booking Request \(google.com\)](#)

During the periods between semesters and lecture-free times, we will promptly review all spontaneous inquiries and follow up with all applicants. For short-term bookings, inside or outside the semester, we will strive to respond as quickly as possible. To reserve the space, you can submit your inquiry by filling out the same form used for the [Booking Request](#).

Please note that submitting an application does not guarantee that we can allocate a slot for your format.

Prioritization of bookings:

PBLabs RZ D8 is a teaching space and teaching activities are always prioritized over workshops, conferences and events. For more information about the prioritization and assessment of booking requests check this [information sheet](#).

In case of bottlenecks, we will inform the respective lecturer/organizers and, if possible, propose an alternative location or time.

1.2 Adjusting and cancelling an existing reservation

If you need to make changes to your current reservation or if you no longer need the space on any of the booked dates, please contact us by email at pblabs@ethz.ch.

Promptly informing us of any cancellations will allow us to offer the space to another lecturer or class on our waiting list. To cancel a reservation, send us an email to pblabs@ethz.ch.

1.3 Checking the availability

Please check the availability of the space in our Shared Outlook Calendar (“Unterrichtsraum RZ D8”: raum_rz_d8@ethz.ch) before you submit a short-term booking request. We keep this Outlook Calendar up-to-date. You can open the calendar from the address book. Further information about how to access the calendar can be found on our website: [PBLabs RZ](#).

1.4 Netto booking time and added Set-up times

When sending an inquiry, we kindly ask you to specify the net duration of the classes/events. It is important to note that PBLabs typically adds 15 minutes for setting up and 15 min for setting back the room to its standard layout. If you are planning a more complex format or event, we encourage you to contact us after the initial inquiry to plan for custom setup times: pblabs@ethz.ch.

1.5 Opening hours

The opening hours for PBLabs RZ D8 during the semester are as follows:

- Monday to Friday: 7.00–21.00
- Saturday and Sunday: access granted upon request

If your format has different timing requirements, please contact us via email: pblabs@ethz.ch, so that we can arrange appropriate access for your event, by adjusting the opening hours or granting electronic access (see next section).

1.6 Access outside opening hours and conditions that apply

Access to the space outside the opening hours (Mon-Fri: 7.00–21.00) can be requested via email at pblabs@ethz.ch a minimum of 5 working days before the planned format.

The person requesting access needs a valid ETH Card and have set a PIN. More information about how the access system works at ETH and how to set your PIN can be found [here](#).

If you are requesting access for several people (teaching staff, organizing team), please send us a spreadsheet containing the following information:

Name	Surname	Dep	E-Mail	ETH ID Nr.	Contact Tel
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1.7 Alternative teaching spaces to RZ D8

Spaces at the Campus Zentrum

- [HG E41 – Flexible Auditorium](#)
- HG D18.1 (through kursadmin_utl@ethz.ch)
- [MM C78.1 - Alumni Pavillon](#)

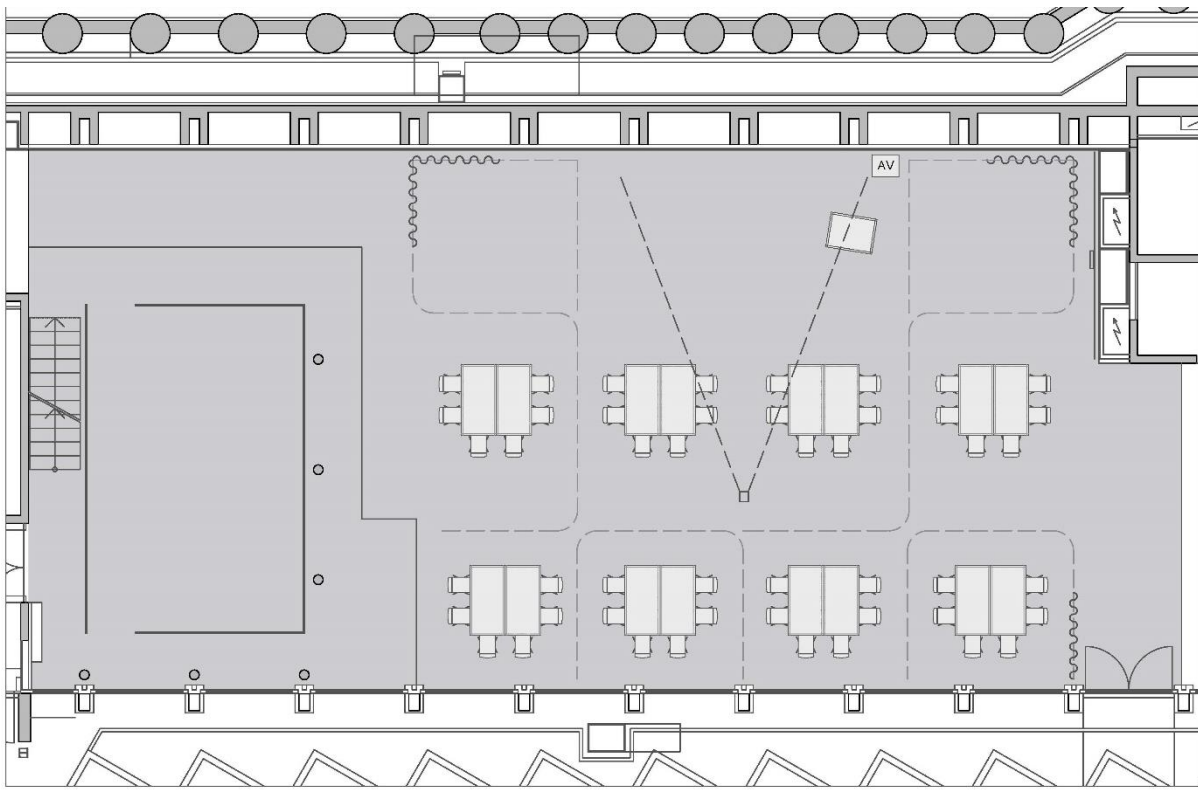
MAVT has some flexible teaching spaces. To enquire about them, please contact the Studienkoordinator at MAVT to check availability.

For general requests about rooms at ETH, connect with AkD (request via this [LINK](#))

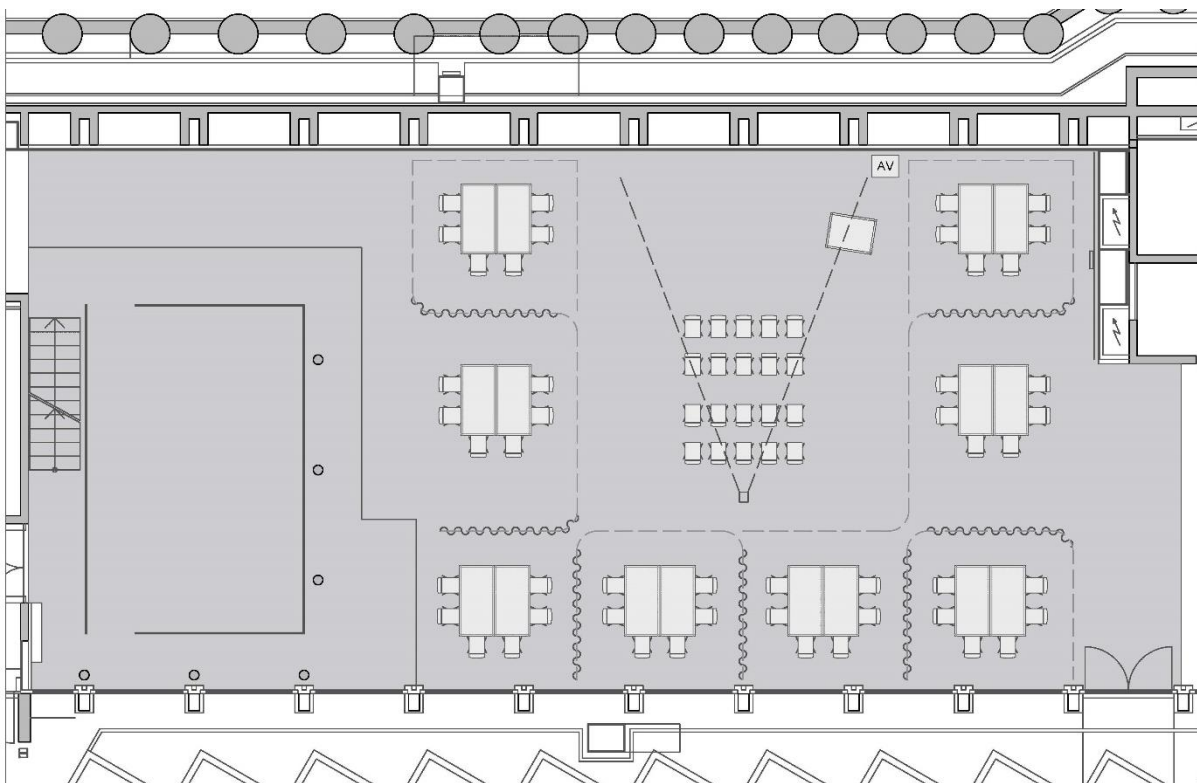
>>See the end of this document for the floor plans.

1.8 Floorplans RZ

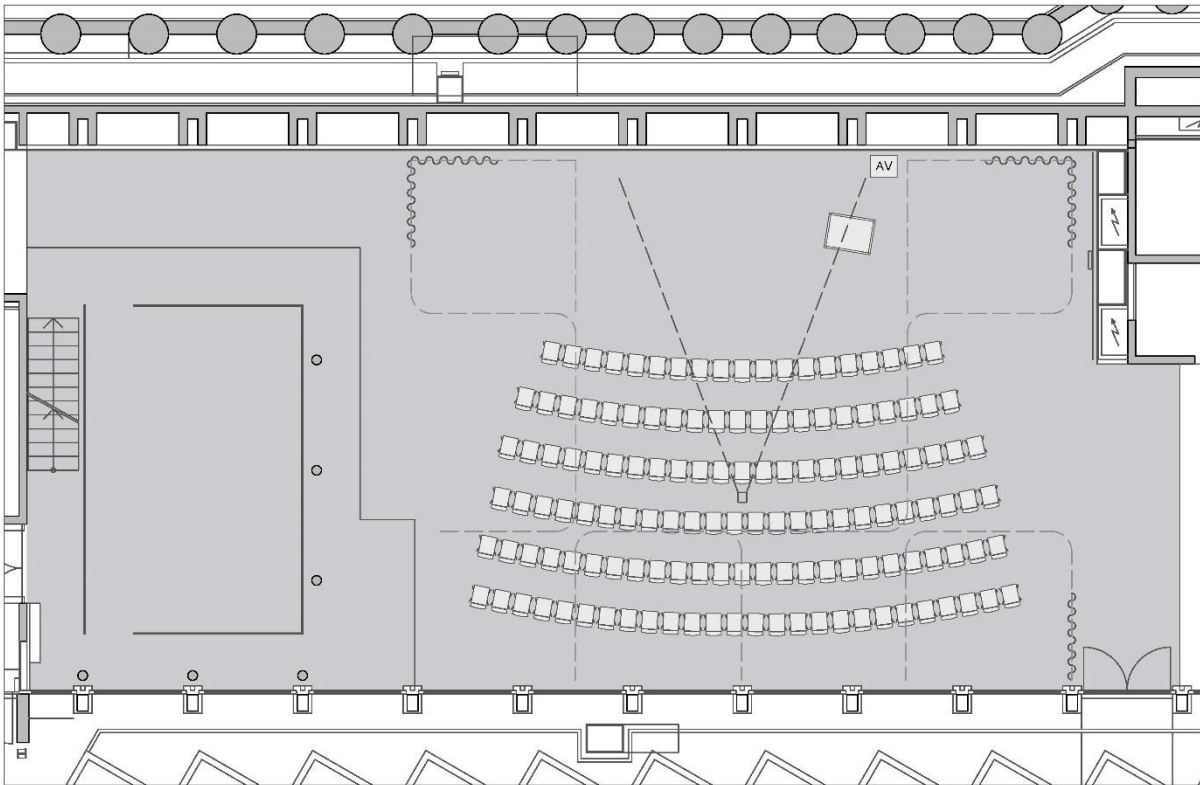
BASIC LAYOUT



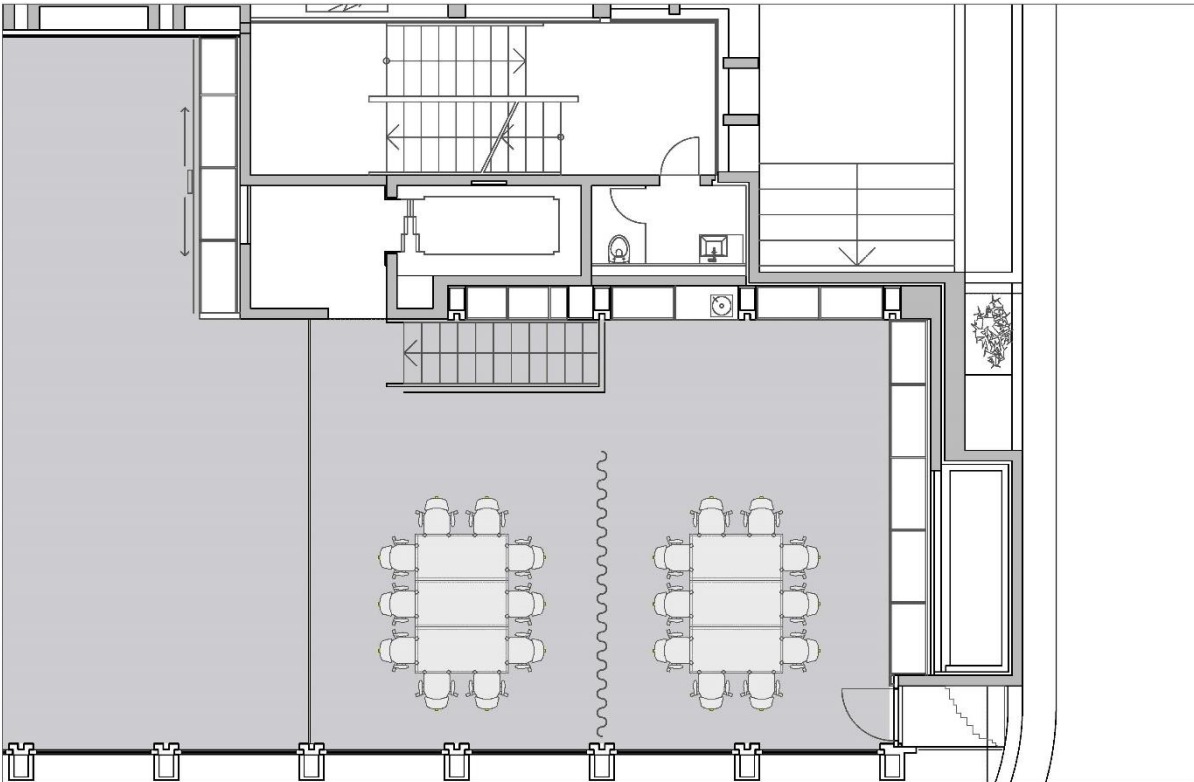
TEAMWORK & PRESENTATION LAYOUT



PLENUM LAYOUT



GALLERY: TEAMWORK LAYOUT



PBLabs RZ D8

Fact sheet 2: User Guide

NAVIGATION / INDEX:

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4. [Ordering additional equipment](#)
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PBLabs RZ D8 is a self-run space, therefore we kindly ask you to use the space according to the guidelines and rules in place at ETH Zürich and leave the room in the same condition as you found it.

After use, please ensure that the space is clean and tidy (garbage/recycling in the designated bins, whiteboards clean) and set up with 8 team spaces and 4 chairs in each team space (see: [Basic Layout](#) in the floorplans at the end of this document). Additionally, remember to switch off all lights and the A/V System.

1. Furniture and equipment available in the space

Main space RZ D8

- 24 tables (stackable white)
- 120 chairs (stackable/ green)
- 6 whiteboards standard
- 2 whiteboards (test furniture)
- 1 whiteboard (test furniture /looks like a pyramid)
- 4 Flipcharts
- 10 Pinwalls (ETH standard wooden pin walls)
- 24 Memox cubes
- 2 bigger tables (not on wheels, usually used for catering)
- System of curtains to divide the space into smaller team settings
- Modern LED lighting with 6 pre-set programs for different settings

- Projector (standard ETH, mounted on the ceiling)
- A/V System (1 headset mic, 1 handheld mic)

- Camera for streaming
- 5 Monitors (22", HDMI/USBC)

Gallery/Breakout Spaces RZ D8-DO1

- 6 tables (classic ETH, not stackable, not on wheels)
- 20 office chairs

2. Visiting and testing the space before your format

PBLabs organizes two "PBLabs RZ Open Days" before the start of each semester to welcome lecturers interested in utilizing the space for project-based formats and to provide them with an initial overview of the space and its capabilities. The dates for these events are available on our webpage [PBLabs | ETH Zürich](#) and are also promoted through our Newsletter ([LINK](#) to apply for the newsletter) as well as on Campus channels.

If you are unable to attend the Open Days but would like to visit the space before your format, please contact us via email at pblabs@ethz.ch to schedule an appointment.

During the semester we offer several trainings and events to support the teaching community around project-based education (PBE).

For any questions about PBE, reach out to [the PBLabs team](#) at pblabs@ethz.ch or directly to one of the team members.

3. Ordering additional furniture

The facility management at RZ provides a limited amount of standard furniture. To get the catalogue and book the furniture, please inquire via email with Facility Management: fs_info_gmz_rz@ethz.ch.

4. Ordering additional equipment

If you require more devices than the space provides, you can request additional equipment from the [ETH MMT Shop](#). Make sure to inquire and order at least 5 days before your format to ensure you can get the desired equipment in time. You are also welcome to bring your own devices or equipment that you typically use.

5. Temporary storage

Under the gallery, there is a small storage area where classes can store their materials temporarily. It's important to note that the storage area is open, so please ensure to clearly

mark all belongings and refrain from leaving valuables (e.g. prototypes, devices) in this area. Additionally, a few lockable cupboards are available.

6. Catering

Within ETH, there are a variety of options and providers that offer catering services. PBLabs RZ D8 can accommodate formats with catering. We typically recommend using SV as they are familiar with the venue and have organized numerous catering events in the space. However, feel free to book and utilize your preferred catering provider. Contact email for SV Catering: catering.polyterrasse@sv-group.ch

7. Permit

For certain events, ETH still requires a permit. You can apply for the permit through Servix: <https://servix.ethz.ch/>. When creating the “Application Request” it is important to mention the Venue, PBLabs RZ D8 Clausiusstrasse 59, 8006 Zürich. Contact Email for the venue: pblabs@ethz.ch & Mojca Ramovic at mojca.ramovic@ethz.ch. **Note:** Generally, it takes 10 working days for any Permit to be accepted, for your event to be approved on time. The more detail you provide in the application request, the easier it is for them to decide. Find out if you need a permit for your event at RZ: [ETH permit information](#)

8. Streaming

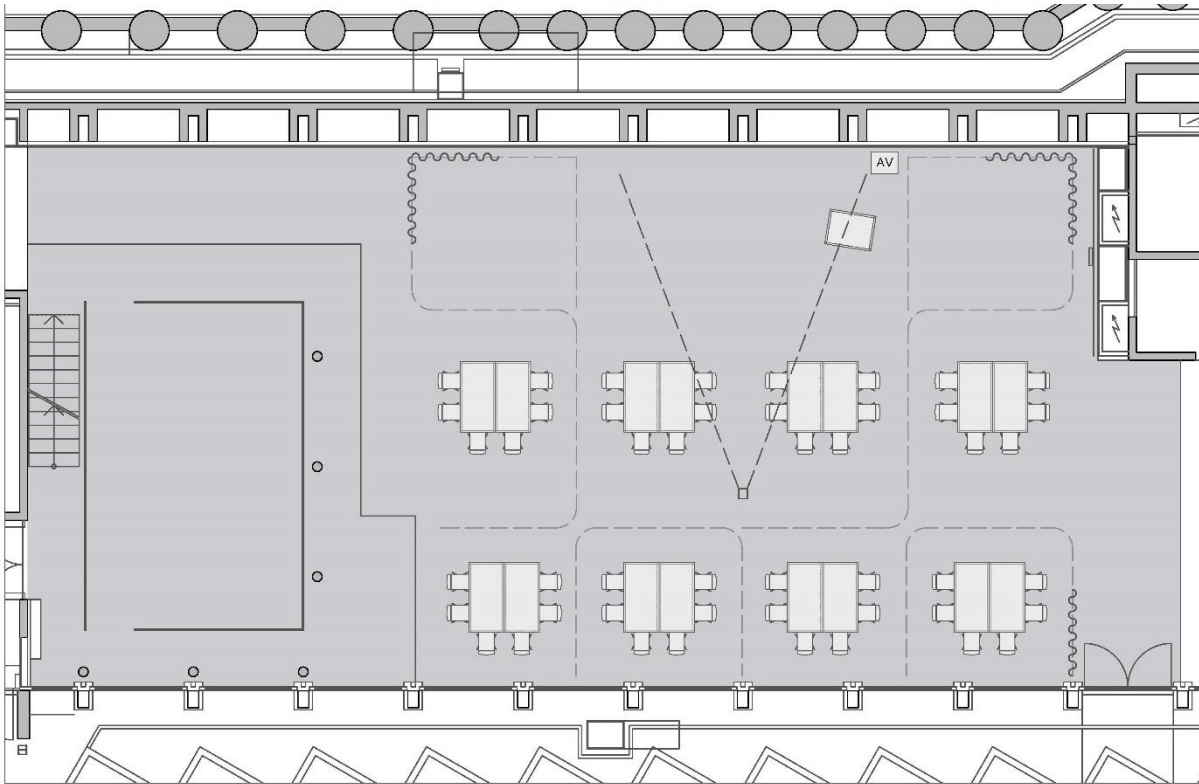
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9. Technology

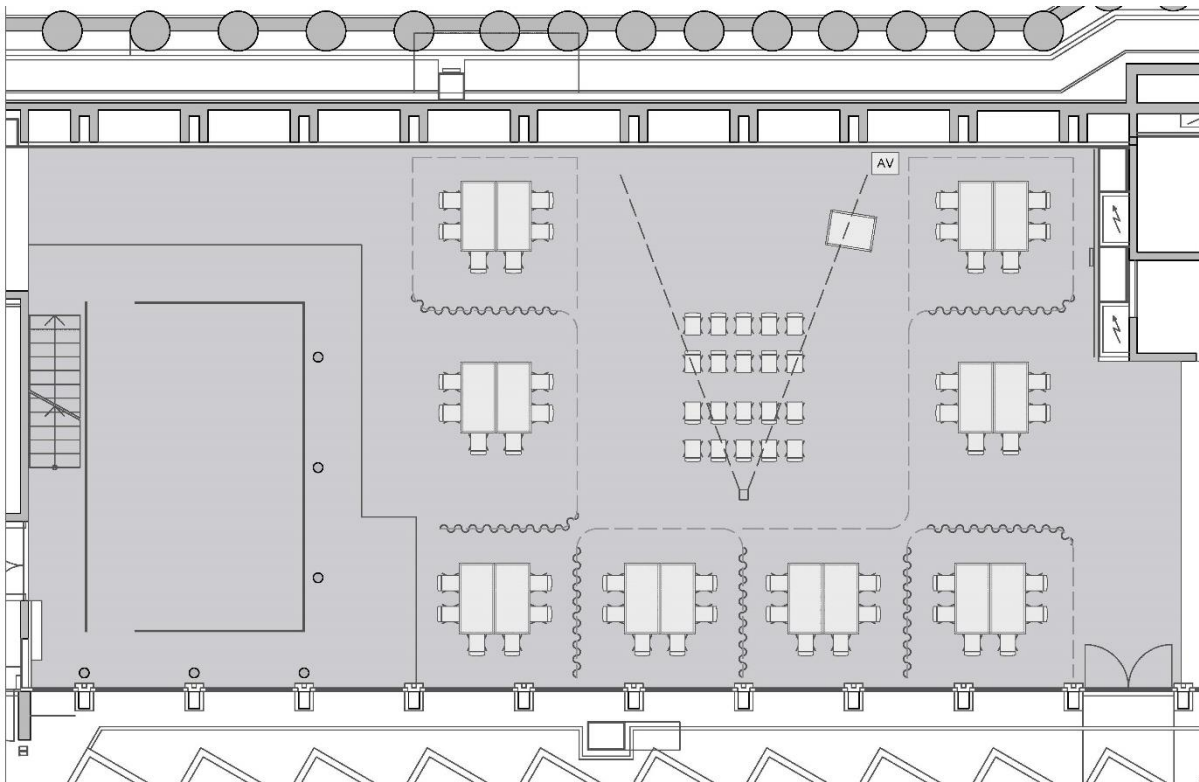
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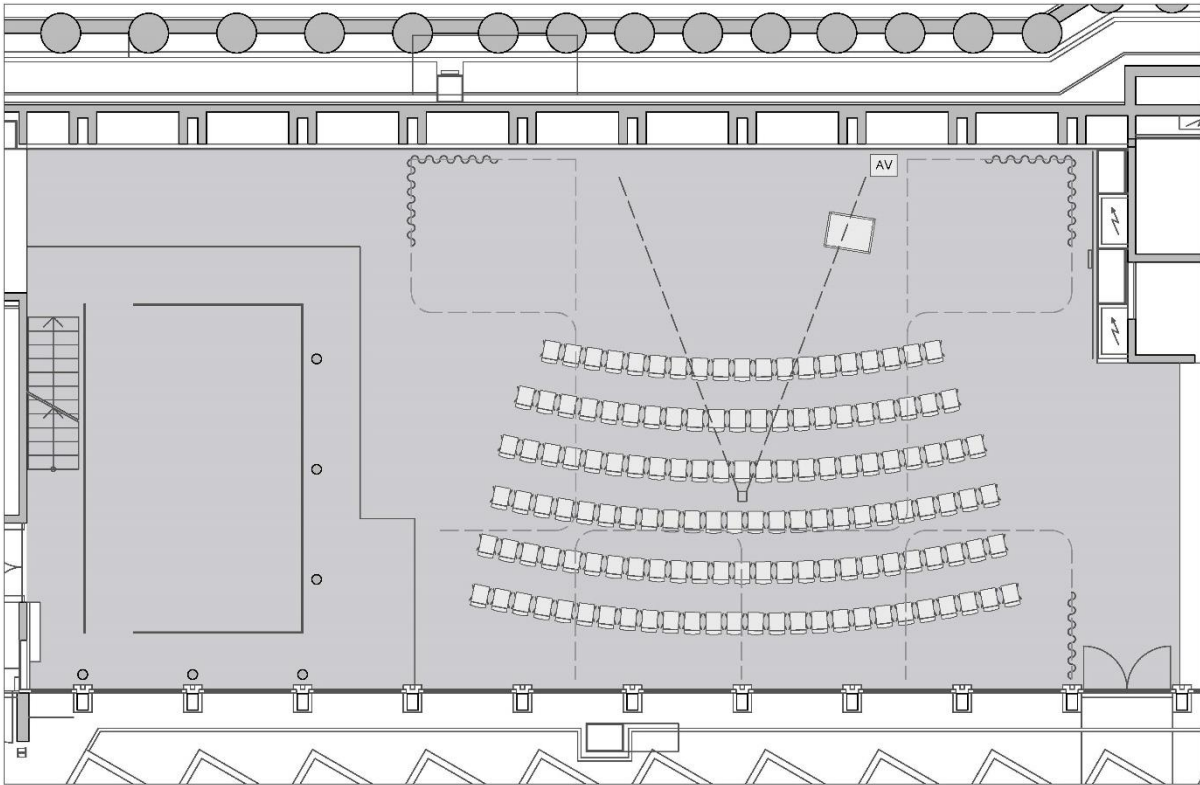
10. BASIC LAYOUT



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