

## Services at Scion-DTU Lyngby

The service package contains a series of basic services to which businesses have free access. In addition, they have access to a series of supplementary services. The cost of these services will depend on consumption levels. The prices of these services appear in the price list in force at any given time. Scion-DTU reserves the right to amend the price list.

Service	Contents / description
Reception	<ul style="list-style-type: none"> <li>• Manned reception</li> <li>• Pigeon hole, where the day's post is sorted</li> <li>• Wireless access to Internet (hot spots) in the reception area</li> <li>• Visitors received, and their arrival announced</li> <li>• Parcels received and placed in the appropriate pigeon hole</li> <li>• Faxes received and placed in the appropriate pigeon hole</li> <li>• Office shop with selection of office accessories</li> <li>• Post collected in reception between 14.00 – 15.30 hours</li> </ul>
Service centre	Access to photocopying machine, fax, franking machines, letter-weighing and gumming machine. Price based on number of units consumed
Provisioning	Tea, coffee and hot chocolate freely available to businesses on the floors in building 376 and 377.
Internet/ The Danish Research Network	<p>Free Internet access via the Research network as follows:</p> <ul style="list-style-type: none"> <li>• Businesses are given public IP addresses where the requirement is documented.</li> <li>• Businesses are given access to the Internet through our broadband</li> <li>• connection of 1 Gbit/s (equal to 4000 normal ADSL connections of 256 Kbit/s each).</li> <li>• Free traffic up to 16 mb. Foreign traffic per gross m<sup>2</sup>/month.</li> </ul>

IT network	<ul style="list-style-type: none"> <li>• IT network installed for all leases</li> <li>• All mainframes are locked and are only accessible to Scion-DTU.</li> <li>• Leases can be interlinked throughout the building. (Technically, this is known as the “Vlan”)</li> </ul>
Meeting rooms	<p>Free booking of meeting facilities</p> <ul style="list-style-type: none"> <li>• 2 meeting rooms with space for 6 people. With whiteboard.</li> <li>• 2 meeting rooms with space for 8 and 18 people respectively.</li> </ul> <p>The rooms are equipped with a projector, OHP, whiteboard, projection screen and flipchart.</p> <p>The meeting rooms can be booked at reception. During the start-up period, bookings will be free. Scion-DTU reserves the right to stipulate a symbolic payment for the use of the meeting facilities.</p>
Canteen	Fully furnished canteen with seating for up to 110 people.
Common areas	<p>The common areas have facilities, which the tenants are free to use. They are furnished and equipped in a stylish and relaxed environment, with informal places to meet and also waiting areas. The day’s newspapers can be read here. All common areas (corridors, kitchens, toilets, canteen, etc.) are cleaned daily. Businesses can apply for their own offices / laboratories to be included on the cleaning rota.</p>
Security	The buildings is inspected by a security firm. The common areas are patrolled 3 times a night.
Service staff	The service staff ensure that things are neat and tidy, they attend to the coffee machines at the checkpoint, clean the checkpoints, provide newspapers, water flowers, assist the reception and help with the day-to-day operations at the research park in general.
Entry checks	<p>Key systems and access systems provide restricted access to storey sections in buildings 377 and 376. Only tenants on the section of the storey in question are given access.</p> <p>Building 381 is also secured at night.</p>
Waste	Containers and the like have been set up so that general

Disposal	waste can be sorted. For special waste, businesses must handle this themselves in accordance with the DTU's cleaning guidelines for waste.
Marketing	All businesses are offered exposure on the home page, complete with contact data and a description of the areas of business, both in Danish and in English.
Networking	Various events are held, such as Videncafé ("knowledge café"), sports festival, Christmas dinner, nature tour in Hørsholm and more. Free access to a number of events – a small charge for others. See also <a href="http://www.sciondtu.dk">www.sciondtu.dk</a>