



## Taiwan Tech Arena New Member Registration

- TTA CRM System Registration
- Join TTA Slack Channel
- Set-up Facial Recognition
- Sign "Work Safety and Hygiene Commitment Form"
- Read and Consent to TTA Member Handbook
- Receiving an RFID Card

Signature :



Date :

(After signing, please return this page to the reception)



Version 版本日期：20220725

## Work Safety and Hygiene Commitment Form

一、本人於貴院轄區工作期間，將遵守安全衛生法令及貴院安全衛生相關規章之規定，以確保安全並避免財物損失。

During working period, I will obey the rules of safety and hygiene to ensure safety and avoid loss of property.

二、工作期間倘因本人疏忽，致發生任何事故，本人願意賠償一切損失。

I am willing to compensate for all the losses caused by my own mistake during the working period.

三、本人非經許可，不得任意使用、異動貴院之機械設備及器具。

Unless permitted, I cannot use machinery and appliances of ITRI freely.

四、本人非經貴院工作區域 / 委託部門或設施工程部門許可，不得接用電源。

Unless permitted by client department or facility engineering, I will not access ITRI electricity.

五、本人非經貴院許可，不得使用明火。

Without appropriate permission, I will not use flames.

六、非經貴院許可，本人不得進入非相關工作區域。

Unless permitted, I will not enter unrelated working area.

七、本人自備之機具有完備之安全防護。

Any equipment I provided (i.e. not owned by ITRI) has complete safeguard.

八、作業前本人將先洽詢工作區域 / 委託部門了解有關作業環境及工作性質可能存在之危害因素，並予以防範。

Before operation, I will check the environment and potential hazardous factors with working area/client department, and take all necessary procedures.

九、本人將依作業特性穿戴適當的防護器具。

I will wear appropriate protective equipment according to operating characteristics.

十、作業中若發現潛在、既存之危害因素，或發現任何事故時，本人將立即通知貴院工作區域 / 委託部門聯絡人。

If discover potential or existing hazardous factors, or any accident, I will notify ITRI contact person of working area/client department instantly.

本人已詳閱本承諾書之各項內容，並將確實遵守相關規定。

I have read the content of every article, and I am willing to obey related rules completely.

<p>承諾人(閱後簽名)Employee signature :  _____ 公司 Company / 單位 Unit :  _____ 日期 Date :  _____</p>	<p>工作區域 Working area : <u>Taiwan Tech Arena</u> 部門名稱 Department Name : <u>營運部門</u> 聯絡人 Contact person : <u>劉宸晞</u> 分機 Extension : <u>(02) 26572799</u>  (以上資料由申請部門填寫) (Documents above have application department fill)</p>
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本承諾書由申請工作證 / 臨時工作者，於申請時閱讀後簽名，有效期限與工作證 / 臨時工作證相同。

This form is to be signed when applying for work certificate/temporary work, and the effective period is the same as the work period.

本表單併附於工作證申請表單，送安全衛生部門審核。

This form is added with working certificate application form, examined by safety and hygiene department.



# Taiwan Tech Arena Member Handbook

25 July, 2022 Revised

Taiwan Tech Arena Operation Team		
<b>Community</b> (Community and Member Service)	Angel Wang <a href="mailto:awang@taiwanarena.tech">awang@taiwanarena.tech</a>	Su Chang <a href="mailto:sc@taiwanarena.tech">sc@taiwanarena.tech</a>
<b>Event</b> (Event application and Space Rental)	Ko Karei <a href="mailto:kokarei@itri.org.tw">kokarei@itri.org.tw</a>	Savannah <a href="mailto:savannah@itri.org.tw">savannah@itri.org.tw</a>
<b>Management</b> (Management and General Affairs)	Nicholas Ho <a href="mailto:nh@taiwanarena.tech">nh@taiwanarena.tech</a>	
	Chami Chang <a href="mailto:chami@itri.org.tw">chami@itri.org.tw</a>	sonya Liu <a href="mailto:sonyaliu@itri.org.tw">sonyaliu@itri.org.tw</a>

## Communication Channel

- TTA official communication channels are:
  - TTA Slack (Please join us at <https://taiwantecharena.slack.com/>)
  - Email (as above)
  - Official Bulletin ([TTA Operation Announcement Calendar](#) / TTA CRM (<http://eip.taiwanarena.tech/>) / TV)
- Please make sure you are on these channels in order to keep up with announcements, events, and/or closures, etc.
- Online operational regulation files can be viewed on TTA CRM system (<http://eip.taiwanarena.tech/documents/list>).

## Member Culture

- Taiwan Tech Arena (TTA) strives to be a respectful and friendly coworking space. As in the Coworking Manifesto, we value cross-pollination and collaboration, collaboration over competition, community over agendas, friendship over formality, and people over personalities.
- When you join TTA, you are part of the ecosystem with the world-changing innovators and entrepreneurs. We encourage the sharing of resources and information for mutual benefit. While we maintain the space, we are very much users as well, and expect all fellow members to do their parts in paying it forward.
- We welcome different perspectives from each member and encourage everyone to understand and respect culture diversities.
- In the event of any conflict or misunderstanding, we reserve the right to decide in the best interest of the space and its ongoing operation.

## Space Etiquettes

- All members will share the common area and facilities. Mutual respect among members, Operation Teams, visitors / guests is very important to all. Please mind the noise, leave no traces and follow the rules in order to have the most comfortable and professional work environment.
- The core value of a coworking space is to be considerate of others and the next users. Please make sure we

all keep the environment including common area, meeting rooms and hot desk area neat and tidy. Please report to the community team if you see anything suspicious.

3. Please note that common areas within TTA (including but not limited to the kitchen, public seating, sofa area, Game Room, Phone Booths, Nap Room, etc.) are for all TTA members to use. Please do not use common areas for any other reasons other than for their original purpose. Should you have any questions regarding the proper usage of common areas please consult the TTA Community Team.
4. Coworking Spaces including Hot Desk Area and Dedicated Desk Area are not for meeting or reception purposes. Please be conscious of your noise levels at coworking spaces. Receptions, meetings, discussions should be held in public area or meeting rooms.
5. Please avoid eating strong smelling food at coworking area. Instead, please enjoy meals at the fully equipped kitchen with free coffee, tea and snacks.
6. TTA respects ones who do not support coworking culture, but at the same time we reserve the right not to provide service to them.

## Membership Types

There are three types of memberships at TTA:

### 1. Resident Member:

- Will receive an RFID access card and do not need to provide identification at the reception. Please carry your card at all times and report any losses to the management. (replacement fee required)
- 24-hour access to TTA.
- Free to enter the common area in TTA.
- Dedicated desk members are allowed to work at hot desk area if empty.
- Hot desk members are the priority users of the hot desk area.
- Full access of Slack membership.

### 2. Corporate Partner Members / Entrepreneurial Investors:

- Will receive an RFID access card and do not need to provide identification at the reception. Please carry your card at all times and report any losses to the management. (replacement fee required)
- 24-hour access to TTA.
- Free to enter the common area in TTA.
- Free to use corporate partner members office on the 4th floor.
- Allowed to work at hot desk area if empty.
- Free to enter VIP Lounge.
- Full access of Slack membership.

### 3. One Day Pass / 10 Day Pass :

- Please present this pass at the reception for the access card to TTA. Please keep the card with you as there will be a placement fee for lost cards
- Please be sure to sign out at the 1f reception by the end of operating hours. Visitors signing out after operating hours will need to get their ID cards the next business day.
- Free to enter the common area in TTA.
- Priority users of the hot desk area.

## Operating Hours and Member Access

1. TTA operating hours are Monday to Friday from 9:00AM to 7:00PM excluding weekends and public holidays.
2. Resident Members / Corporate Partner Members / Entrepreneurial Investors will receive an RFID card. This RFID card is required by all Members in order to access TTA and will be activated after orientation and registration.
3. TTA RFID Production Schedule: RFID applications received before 9:00 on Mondays will be available for pick up on Tuesdays after 12:00 (during business hours) at the 1 floor reception. Applications received before 9:00 on Wednesdays will be available for pick up after 12:00 on Thursdays (during business hours) at the 1 floor reception. Applications will not be processed on weekends or public holidays. If your application has been approved, but have not received your card, please get a temporary access card from the 1 floor reception.
4. RFID cards cannot be transferred to non-members and will be automatically deactivated when your membership ends. To ensure security at TTA you must not lend your card to any other person, and must notify us immediately when it is lost or stolen. There will be a \$200 NTD replacement fee for a losing membership card.
5. All guests, visitors, and non-TTA members need to register at reception.

## **Visitors / Meetings / Tours / Video & Photo Shooting**

1. TTA only provides visitor reception services to TTA members, corporate partners and entrepreneurial investors. Only above-mentioned visitors have access to the TTA restricted area and public spaces. Please receive visitors outside of restricted area at 1F lobby if you are not one of previously mentioned.
2. Please notify the First-Floor reception via Slack #reception of any visitors before their arrival by providing their Names and Companies. All guests will need to sign in / register at the reception.
3. 1F reception will not be available during non-operating hours. Please receive visitors at 1F lobby during non-operating hours.
4. Members will be responsible for their guests at all times, and will be responsible for any damages or violations caused by their guests.
5. Visitors are allowed in the common areas of TTA. All guests are expected to follow the rules & guidelines of TTA.
6. Tours and group meetings (above 16 ppl) will need to notify the Community Team in advance.
7. There is a 16 people maximum capacity of the meeting rooms. Please contact the Event Team for event space rental if the meeting attendants are more than 16 people.
8. Official TTA tours led by TTA staffs is every Wednesday and Friday from 2:00PM to 5:00PM. If a tour is required, please contact the Community Team for more details. °
9. In order to keep the quality of working environment and protect member' s privacy, all video & photo shooting activity has to notice the Community Team at least seven working days before. TTA reserve the right to define the applicability of and to reject any unauthorized video and photo shooting activity. Please see our "TTA Video and Photo Shooting rules & regulation" .

## Meeting Room

1. Please use TTA CRM System (<http://eip.taiwanarena.tech/>) and TTA points for meeting room reservations. TTA points can be purchased at the 3F reception.
2. Meeting room bookings cancelled within 72 hours before booking time will receive full point refund; Meeting room bookings cancelled between 24-72 hours will receive 50% point refund; Meeting room bookings cancelled within 24 hours will not be refundable.
3. TTA Meeting Rooms have a 16 ppl limit of the number. If your meeting attendants is more than 16 ppl, please contact Event Team for event space rental. Any violators will be charged as the standard price of the event venue.
4. Eating is not allowed in the meeting rooms. Please keep the meeting rooms clean and return to its original state after use.
5. TTA management team reserves the right to prohibit the members from booking the meeting rooms if it's not returned to its original state, used outside of booking time or used as any improper ways other than meetings/ discussions.

## Mail / Packages / Delivery

1. TTA will collect and sort mails during operating hours for Resident Members only.
2. All mails / packages will be collected at 1F reception. Resident Members will be notified via Slack when they have received mail at the same day afternoon.
3. The address for TTA is written below, all mail must adhere to the following format:

"Name" "Company or Team Name" Taiwan Tech Arena 1F., No. 2, Sec. 4, Nanjing East Rd., Songshan Dist., Taipei City 105037, Taiwan (R.O.C.) "mobile"	(105037) 台北市松山區南京東路 4 段 2 號 1 樓 Taiwan Tech Arena "公司或團隊名稱" "姓名" "聯絡電話"
ex : Sonya Liu ITRI / Operation Team Taiwan Tech Arena 1F., No. 2, Sec. 4, Nanjing East Rd., Songshan Dist., Taipei City 105037, Taiwan (R.O.C.) +886-2-2570-0202	範例 : (105037) 台北市松山區南京東路 4 段 2 號 1 樓 Taiwan Tech Arena ITRI / Operation Team 劉宸晞 +886-2-2570-0202

4. Incorrect format of address may result in your package not being delivered. Please be mindful, packages without clear name of recipients will be returned to the carrier.
5. TTA will not accept any food deliveries or frozen items. Please pick up those packages personally at 1F lobby.
6. All large items to be sent to TTA shall be applied for in written form to the Community Team at least 7 days in advance.

7. TTA community team reserves the right not to accept oversized package. Unclaimed packages will be treated as lost items.

## TTA Pricing Sheet

Category	Service	Standard Price
Office Space	Dedicated Desk	\$7,000 / per month
	Hot Desk	\$6,000 / per month
	One Day Pass	\$500 / per day
	10 Day Pass	\$3,000 / per pass
Meeting Room	TTA Points	\$10 = 1 TTA point (Cash points are non-refundable)
	2~4 ppl (recording booth)	15 TTA points / per 30 mins
	4~6 ppl	20 TTA points / per 30 mins
	6~8 ppl	30 TTA points / per 30 mins
	8~10 ppl	40 TTA points / per 30 mins
	16ppl	50 TTA points / per 30 mins
Event Venue	Room 301 – 09:00~13:00	\$3,000
	Room 301 – 13:30~17:30	\$3,000
	Room 301 – 18:00~22:00	\$3,000
	Staircase - 09:00~13:00	\$16,000
	Staircase - 13:30~17:30	\$16,000
	Staircase - 18:00~22:00	\$16,000
	Room 411 – 09:00~13:00	\$6,000
	Room 411 – 13:30~17:30	\$6,000
	Room 411 – 18:00~22:00	\$6,000
	3F Kitchen * - 09:00~13:00	\$3,000
	3F Kitchen *- 13:30~17:30	\$3,000
	3F Kitchen * - 18:00~22:00	\$3,000
	Room 419 – 09:00~13:00	\$6,000
	Room 419 – 13:30~17:30	\$6,000
	Room 419 – 18:00~22:00	\$6,000
	Room 420 – 09:00~13:00	\$6,000
	Room 420 – 13:30~17:30	\$6,000
	Room 420 – 18:00~22:00	\$6,000
	Event on weekend & holiday	Additional \$200 per hour
Additional Service	Printer	A4 B/W: \$2 per side A3 B/W: \$4 per side A4 color: \$6 per side A3 color: \$10 per side
	Locker	Large : \$500 per month Small : \$300 per month



Equipment	Portable PA System - Mipro MA-708	\$700 per day
	Portable Projector & Screen – Benq TH671ST & Unico AUN-100W	\$1,500 per day
	Logitech BCC950 - Logitech BCC950	\$150 per day
	Logitech Group	\$700 per day
	Logitech R800	\$50 per day
	Apple TV 4K 32G	\$50 per day
	Chromecast	\$50 per day
	Logitech Z200	\$50 per day
	Lighting Equipment: Flashlight & Flood Light w/ stand x 2 Reflector / Soft Mask / Studio Umbrella x 1	\$800 per day
	Lighting Equipment: LED Flood Light w/ Stand x 2 60cm Soft Box x 1	\$100 per day
	Streaming Interface – Black Magic Web Presenter	\$1,000 per day
	Streaming Interface – Atem Mini	\$600 per day
	Smartphone Gimbal Stabilizer – DJI Osmo Mobile 2	\$250 per day
	USB Microphone – Blue Snowball	\$160 per day
	Microphone – Shure SM58	\$250 per day
	Microphone – Shure SM57	\$250 per day
Microphone – Rode Video Micro (3.5mm)	\$100 per day	
Microphone – Boya BY-M1DM (3.5mm)	\$50 per day	

\*Provide venue only , coffee / tea / snacks / tableware / equipment are not included.

1. Please contact 3F reception for more information.
2. You will have to leave a form of ID for borrowing. ID card will be returned when the item(s) is returned at its original state.
3. Borrowed item must be returned by the end of day.
4. Should any item(s) be misplaced or damaged, the member that borrowed the item(s) will be fully responsible for all maintenance and replacement fees. Their ID will be detained until the compensation process has been completed.

## Event Space

1. TTA is equipped with six event spaces:
  - 3F Staircase, 80~100 ppl.
  - 3F Room 301, 20~25 ppl.

- 3F Kitchen, 20~25 ppl.
- 4F Room 411, 40~50 ppl.
- 4F Room 419, 40~50 ppl.
- 4F Room 420, 40~50 ppl.
- Event space rental:

<u>Name</u>	<u>Slack</u>	<u>Email</u>
Karei Ko	@karei	kokarei@itri.org.tw
Savannah	@邱睿蒂	savannah@itri.org.tw

2. Please see our “TTA Event Space rules & regulations” for more information about the event space rental.

## Event Noise / Traffic Flow

1. TTA is located within Taipei Arena, one of Taipei’s main concert halls. We have taken measures to prevent concerts and events from disturbing our members, however, we cannot completely cancel out the noise. Traffic flow around Taipei Arena might be temporary restricted when large event takes place. We apologize in advance for the inconvenience.
2. Entrance to Taipei Arena areas are strictly off-limits and forbidden. Doors are clearly marked and alarm will go off if they are opened. Each offense will carry a 5,000 NTD financial penalty to be paid to Taipei Arena.

## Emergency Contacts

1. 1F Reception (24H): (02)2570-0202 #101
2. Taipei Arena Control Center (24H): (02)2578-3536 #333
3. Police Department: 110
4. Fire Department: 119
5. Taiwan Adventist Hospital Emergency Department Contact: (02)2771-8151 #2988 (closest to TTA) •
6. Zhonglun Police Station: (02)2579-0718 (closest to TTA)
7. Zhonglun Fire Station: (02)8773-7055 (closest to TTA)

## Privacy Policies

1. I understand and agree that TTA will do the following: Voice recording, filming, photographing in TTA's offices, meeting rooms, event spaces and other public spaces. We will edit and modify the information above, to promote TTA official website, social media, press releases and other promotion application. These materials will also be archived for the purpose of project execution and evaluation.
2. TTA will properly manage to secure the original files of the audio and video materials to avoid improper outflows. When editing or modifying, we will not maliciously demonize or devalue the characters in these materials.
3. You have the obligation to notify all guests and visitors regarding the above policies.

## Penalties

1. If members violate any TTA terms or regulations, the management team will first email and verbally warn said members and their accelerators and impose fines and penalties in accordance with TTA member handbook/ Taipei Arena Rules/ TTA event space rental regulations.
2. TTA management team reserves the right to terminate memberships and services at any time, if you violate any of the terms and conditions or policies or guidelines.
3. Please contact TTA management team if members have any concerns regarding violations and penalties.

## Related Regulations

1. All TTA spaces, equipment, and services are reserved for registered TTA members and partners only.
2. All illegal, unethical behaviors including stealing and damaging or offensive language, threats of bodily and physical harm or any kind of harassments are prohibited at TTA. Violators will be dealt according to law.
3. Members are responsible for making good or indemnifying TTA for any damage caused to the space or TTA property by you, your employees or your guests (excluding fair wear and tear). Costs will be valued based on repair fees quoted by the manufacturer or representative supplier. If the item cannot be repaired, fees will be based on supplier quotations to replace the original item.
4. TTA has taken great care with ensuring the shared office space is secured. However, TTA will not be liable to any loss items or information leak. Please respect all members privacy and keep your items secure and safe.
5. TTA does not guarantee the security and privacy of the network. Please take any necessary precautions.
6. All personal belongings must be moved out at the end of the membership. If personal belongings are not removed at the end of the membership, the management reserves the right to dispose of these belongings. And the members will be responsible for any additional cleaning, moving service fees (if occurred).
7. Please remember to sort your garbage into general garbage, recycling, and food waste. All food and beverages in the refrigerator must be seal tight and clearly labeled with your name. Ideally you should only use the refrigerators for what you plan to eat that day. Please, be aware that any items left in the fridge without name tags/ without containers/ not that day' s foods/ expired foods will be removed every Monday morning. The kitchen and all its appliances are shared among all members, so please remember to do your own dishes and clean appliances after every use. Any questions or concerns regarding how to use certain appliances can be directed to the Community Team.
8. All found items will be announced at TTA slack #announcement. Please contact TTA community team if you see your lost items. All unclaimed items will be held for 7 days before final disposition.
9. TTA is a pet and kid-friendly coworking space, however, please note that TTA is not a nursery or pet hotel, nor do we have the facilities suitable for toddlers, children, or pets. The guardian is solely responsible for the safety and behavior of their children or pets in TTA. As TTA is a place of business, our main goal is to make sure that our members are not disturbed while working. If any children or pets become an inconvenience to our members, we will be forced to move them to other areas where they cannot affect other members. In more severe cases, TTA reserves the final right to ask you to leave with your children and pets. °
10. Smoking (including e-cigarettes and vapes), open flames are all strictly prohibited within the TTA premises.
11. Experiments / activities that happen within the TTA space should be well planned and safely executed. Any

experiments / activities that may potentially cause harm or jeopardize the safety and well-being of other members, guests, management, or the physical space is strictly prohibited. Should any Member cause harm or jeopardize the safety of other members, guests, Management Teams, or physical space they will be fully responsible for all consequences that follow.

12. TTA maintains a public liability insurance policy that covers the Space and the management team carry their own contents insurance. The contents insurance does not extend to member properties or the property of guests. Members must make their own insurance arrangements to ensure that Property and any other liabilities are covered, including public liability and meeting any workers compensation insurance requirements.
13. The most up to date version of this handbook is located on the CRM website. Updates and changes may be made occasionally, and notification will not necessarily be provided to all members.
14. Chinese version handbook shall always prevail in case of any discrepancy or inconsistency between different languages of handbook.

