**Access to CMC-MEC Resources**

**Bookings**

The best way to book labs and/or resources are to email [a.patel3@lboro.ac.uk](mailto:a.patel3@lboro.ac.uk) (technical tutor) with your dates and times/duration. Please note this is because you will almost likely need to book labs and reserve equipment as well as IT at the same time.

**Spaces Available**

Research Areas:

SCH0.27 – SR Eyelink Lab (1000+) University ID & Alarm access

SCH0.33 – Adult Control Lab University ID access

SCH0.34 – Toddler Lab University ID access

WAV1.03 – Toddler Lab 2 University ID, Alarm & Key access via WAV1.04/1.05/1.10

WAV1.14 – Tobii Pro Spectrum Lab University ID, Alarm & Key access via WAV1.04/1.05/1.10

Multi-purpose Seminar Room:

WAV1.04

**Note:** all areas above are adaptable to some degree and can be used for other areas of research/resources where there is limited availability.

Storage Areas

SCH0.26 - MEC Store

SCH0.32 - MEC Data Archive

**Access to research areas**

* Please email [a.patel3@lboro.ac.uk](mailto:a.patel3@lboro.ac.uk) for both room and equipment bookings alternatively, please book your required dates and times for the areas using the CMC-MEC Labs calendar via office.com. A guide for this has been provided titled ‘CMC-MEC Lab bookings.
* Once booked:

Access to the Schofield labs are via university ID swipe card. If it is your first time using a spacing lab space, please contact [a.patel3@lboro.ac.uk](mailto:a.patel3@lboro.ac.uk) prior to help ensure your ID is accessible.

Access to the Wavy Top labs are via a key with anyone in office WAV1.10 able to provide access. When you have finished for the day, please let the occupants of the same office know to help ensure it is locked up.

* Dedicated Eye-tracking labs:

SCH0.27 is organised for research with the Eyelink 1000+. WAV1.14 is organised for research with the Tobii Pro Spectrum. As both are technically portable, please contact [a.patel3@lboro.ac.uk](mailto:a.patel3@lboro.ac.uk) to ensure the equipment is also available for the dates and times of your room booking. Both rooms can be used for other studies as an alternative.

**Guidelines**

* For booking any labs, where possible please check the lab is available online prior to booking via the CMC-MEC labs booking calendar via office.com.
* Where required, access to equipment and labs can be given from Wavy Top 1.10. Please contact Aatif Patel in the first instance. Where not reachable, please contact Jonathan Caustan.

**External Bookings (bookings from outside CMC/MEC)**

* All resources are available to people outside of the CMC or MEC however, bookings are only able to be reserved up to a maximum of four weeks in advance. i.e. The latest a booking can be accepted for equipment/lab is four weeks from the day of request.
* Where there is limited availability, resources may be recalled at any point although as much notice as possible will be given where possible.

**Further information**

Further information can be found on the Microsoft SharePoint site via <https://lunet.sharepoint.com/sites/MEC-Labs-grp> or via Microsoft Teams and the CMC/MEC Labs group. Information includes:

• Information/Guides on resources available

• Information/Guides on bookings/access

• Manuals/Guides on equipment and/or software

• Comparisons on equipment and/or software

• Example risk assessments

• Updates and more!

**Contact**

* For any queries or if you do not have access to the Microsoft SharePoint site, Teams group or ID access to any of the centre and would like to do so, please contact Aatif Patel. Where not reachable, please contact Jonathan Caustan (CMC Manager).