

## OSU College of Business Portland Office

WeWork Custom House  
220 NW 8<sup>th</sup> Ave  
Portland, OR 97209  
503.809.2550  
Building Hours: 9am-6pm

### Membership

Our current leased space comes with 14 memberships. Membership includes a keycard that will get you into our office as well as into the building after hours. You also get access to the WeWork member network (<https://members.wework.com/login>), which is where you reserve conference rooms, register guests, request support, etc. If you are hosting an event or meeting at the WeWork space, please designate one person from your office to coordinate with WeWork staff as needed. The manager at the WeWork building is Lisa Siems ([lisa.siems@wework.com](mailto:lisa.siems@wework.com), 503.896.4011).

### Accessing the Building and our Office

The building is open 9am-6pm. It is easiest to use the main entrance on 8<sup>th</sup> Ave. Outside of those hours, you can access the building 24/7 from Broadway using your keycard. You'll need a keycard to access our office.

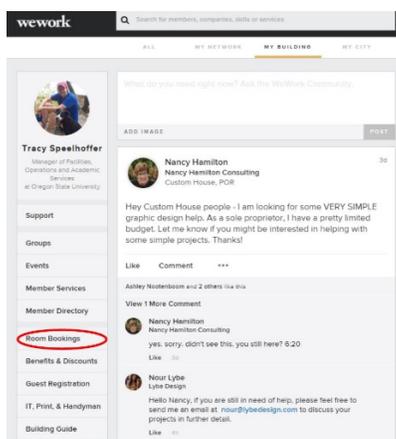
When you plan to hold a meeting or event in our dedicated office space, please reserve it on our EMS reservation system. This will avoid scheduling conflicts in our limited space. Note that both our general office space and the smaller side room (separated from the main office with the glass wall) are available in EMS under "WeWork." If you need assistance with the EMS system, please contact Tracy ([tracy.speelhofer@oregonstate.edu](mailto:tracy.speelhofer@oregonstate.edu)). If you want to use a completely separate conference room for your meeting (this will be necessary once our office space is occupied), see the next section on how to reserve one.

### Requesting a Conference Room

Use the member network to request a conference room. If you are not a member and don't have access to the member network, email Tracy ([tracy.speelhofer@oregonstate.edu](mailto:tracy.speelhofer@oregonstate.edu)) with the details of your room request. We get an allotment of conference credits each month. Please be respectful of the people using the conference room after you and realize there is an overage charge if you stay past your reservation.

#### **To reserve a room:**

From the main WeWork screen, select "Room Bookings" from the menu on the left



This will take you to a screen showing available rooms, their capacity, and their availability. Click the date you need on the calendar in the upper left, then decide which room to reserve. Click in that room's schedule in the time you'd like to reserve.

## CONFERENCE ROOM BOOKING

CREDITS ALLOTTED: 38 CREDITS USED: 0

Click on the date you want here

Click on the time desired in your chosen room's schedule. Clicking here would reserve 10am on Feb 10th in room 1A.

Each room has its schedule displayed, along with the room's capacity

Once you've clicked in the room's schedule in the time you'd like to reserve, a window will pop up with the details of your reservation (example below). The date and time you've selected will be near the bottom of the window—ensure these are correct. Change the duration of the meeting using the dropdown at the top of the window. Enter a title for the reservation in the Meeting Notes box—preferably something that lets other members know what the reservation is for (ie EEAB Board Meeting). Click Confirm to complete your reservation. *Please cancel reservations if you no longer need them—we get charged for them.* Reservations can be canceled until 60 minutes before the start time.

CREDITS ALLOTTED CREDITS USED

Peak hours are 11:00AM - 4:00PM

Duration: 1 hour Company: Oregon State Universi

Adjust Duration Here

Room Selected: 1A credit/hr - 2 credits/hr 7 seats

Enter Notes/Title Here: EEAB Board Meeting

Date and Time Selected: Feb 10, 2016 - 10:00 AM to 11:00 AM

Reservation cost: 1 credits

You may modify or cancel this reservation until 60 minutes before the start of the reservation.

CONFIRM CANCEL

## Requesting the Public Event Space

The WeWork building has a public event space that is available for hosting events. This is an open space that can't be closed off, and any events held here must be open to all WeWork members. There is a separate process to request this space: complete an electronic request at this [link](#), and WeWork staff will be in touch regarding your request.

## Registering Your Guests

Guests to our space must be registered with WeWork. If you are hosting a meeting, you need to submit a list of attendees to WeWork. If you are not a WeWork member, send your guests' names and anticipated arrival date/time to Tracy. If you are a WeWork member, you can do this yourself through the member network. Simply click on Guest Registration on the main page. If you have a meeting or other event with multiple guests, you can enter all guests' names in the Notes section of this screen. Be sure to enter the details of their arrival—date and time, building (Custom House), and select if you want to receive an email or text when they arrive.

The screenshot shows the WeWork Guest Registration form. At the top, the WeWork logo is on the left, and the title "GUEST REGISTRATION" is in the center. Below the title, there are several input fields and a "REGISTER" button. Red arrows point to specific fields with annotations:

- An arrow points to the "Full Name" field containing "OSU COB EEAB Board Meeting" with the annotation: "If you're listing multiple guests, just put an event name in the Full Name box here".
- An arrow points to the "Date" dropdown menu showing "2/10/2016" with the annotation: "Date/time of arrival".
- An arrow points to the "Time" dropdown menu showing "10:00am" with the annotation: "Date/time of arrival".
- An arrow points to the "Notes" text area containing "Joe Smith, John Doe, Sarah Williams, Kate Jones, David Red" with the annotation: "List multiple guests here in the Notes section".

Other visible elements include a "Guest Email (optional)" field, a "We require contact information for security purposes" note, a "Building" dropdown menu showing "Custom House", and two checkboxes: "Text me when my guest arrives." (checked) and "Call me when guest arrives." (unchecked). A yellow "REGISTER" button is at the bottom.

Guests can check in at the front desk upon arrival. WeWork staff will direct them to our space. If they arrive after hours (after 6pm), you'll need to let them into the building yourself.

*\*A note about providing guests' email addresses through the registration process: WeWork requests guests' email addresses when registering and will add those email addresses to their own email lists. If you don't want your guests to receive unsolicited WeWork emails, do not provide their email addresses when you register them.*

## IT and Printing

You will see three different networks available in our office. They are:

1. 5.0 Ghz  
SSID: WEWORK

Password: P@ssw0rd

2. 2.4 Ghz

SSID: WeWork2.4Ghz

Password: P@ssw0rd

3. Guest

SSID: WWGuest

The **5.0 Ghz network** (WEWORK) is preferred and all of the COB laptops will support it.

For video conferences, there is a Logitech equipment bundle that can be connected to a computer which can be connected to a conference room flat screen using the provided HDMI cable. This is very easy to set up and use—please ask COB IT for assistance in advance of a meeting to tell you how to set this up.

Our lease includes an allotment of free printing every month. The printer ID is 40870, PIN is 6038. There are instructions on installing the proper driver on your computer on the member network: select the “IT, Print & Handyman” option on the menu, then select instructions for PC or Mac.

We have also added a printer in our office space. If you would like to print to it, simply connect your computer to the printer using the attached USB cord (please leave it that way) and the printer should appear in your computer’s list of printers. We have not networked the printer at this time due to network security concerns.

## Amenities

The WeWork building has a kitchen which includes complimentary coffee, tea, water and beer. Mugs, glasses, dishes and cutlery are provided. Items in the top half of the refrigerator such as milk, oranges, etc. are for community use, while the bottom half is for food storage—items must be marked.

## Catering

There are numerous catering options in the area. When having food delivered, provide your name and phone number so that you can be contacted when it arrives. WeWork will not let food deliveries past the front desk. WeWork and the COB have compiled the following list of local caterers, but you are welcome to use vendors not on this list:

Pearl Catering <http://pearlcateringpdx.com/> 503.765.8058

Cheryl’s on 12<sup>th</sup> <http://www.cherylson12th.com> 503.575.9968

Garden Bar <http://www.gardenbarpdx.com/> 971.888.5263

Theo’s Sandwiches <http://www.theospdx.com/> 503.226.2828

## Getting Here

### From Salem, Corvallis and points south:

From I-5 north, take exit 299B and merge onto 405N. Take exit 2B toward Everett St./Glisan St. Use the right lane to merge onto NW 14<sup>th</sup> Ave, then turn right onto NW Everett St. Turn right onto NW 8<sup>th</sup> Ave and the Custom House will be on your left.

### From Washington and points north:

From I-5 South, take exit 302B and merge onto 405S. Take exit 2B toward Everett St. and merge onto 16<sup>th</sup> Ave, then turn left onto NW Everett St. Turn right onto NW 8<sup>th</sup> Ave and the Custom House will be on your left.

## Parking

There is metered street parking all around the building. See right for a map of parking availability and zones. Some areas are 90- min parking (in yellow) and some are 3-hour (in blue). Metered parking is generally \$2/hour and most meters accept cash and credit.



There are a number of parking garages and lots in the area as well. Rates in these facilities range from \$3-\$6/hour.

