



## University of Delaware – FinTech Innovation Hub

591 Collaboration Way ~ Newark, DE 19713

Consult FAQs then send all other questions to  
[fintechspace@udel.edu](mailto:fintechspace@udel.edu).

### Frequently Asked Questions

**Building Operating Hours:** Monday-Friday, 7am to 9pm. The building is not available for weekend events.

**Fee for Space Usage:** Currently there is no fee for using space on the 3<sup>rd</sup> – 5<sup>th</sup> floors.

**Event Request in 25Live:** UD staff and faculty must be logged into 25Live with UD credentials to see availability and submit an event space request. Students are not able to submit event requests.

**Parking at FinTech:**



Search “FinTech” on Campus Map: <https://css-rdms1.win.udel.edu/maps/>

- Parking Lots 207, 213, and all STAR Campus street parking with UD Gray parking permit (or higher). Visitors/non-permit holders pay with Passport Parking App, Zone 16671 (QR code on parking sign). **Payment is required 7am – 6pm.**
  - **NOTE: There is a restricted section of lot 207 and the signs are hidden in the trees. Parking Services will ticket!**
- To reserve parking for a group or event:
  - Webform: [https://udapps.nss.udel.edu/webforms/embtform?wf\\_id=44&wf\\_ty=blank](https://udapps.nss.udel.edu/webforms/embtform?wf_id=44&wf_ty=blank)
    - Choose “Buy the lot”
    - Choose Lot: 213 FinTech Lot” and block “Whole lot” (half lot is not an option)
    - Complete and submit



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### Audio/Visual Support:

All rooms are considered self-service. Documentation of basic operation is provided in each space.

For IT support for an event:

- Lerner College: [lerner-support@udel.edu](mailto:lerner-support@udel.edu)
- College of Engineering: <https://servicedesk.engr.udel.edu/servicedesk/customer/portal/1/>
- Any other college needing support in the Fintech space should coordinate with their unit's IT support team or University Media Services.

**College of Engineering and Lerner IT are not able to provide immediate support in the event of a technical issue disrupting a class or event.**

**Please report technical issues as soon as possible to [fintechspace@udel.edu](mailto:fintechspace@udel.edu), including a detailed description of the problem.**

### Events: (see additional details for each space on following pages)

- FinTech space management is not responsible for any aspect of event planning or support.
- Event requestor is responsible for **all aspects** of planning, managing, and overseeing the event:
  - Must be present when Facilities sets up alternate room layout.
  - Must insure that room is clean and orderly at the end of the event.
- Food is allowed in spaces as outlined in this document.
- There is no refrigerator/freezer available for the 501 Conference Center.

**The first-floor conference room is the responsibility of Delaware Technology Park, not UD. To check on availability of that space, please contact Angie Giliberti at [agiliberti@deltechpark.org](mailto:agiliberti@deltechpark.org).**



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### Shared Space Overview

Room Type	Room Number(s)	Capacity	Availability
Quiet	329, 330, 406, 429, 430, 504, 505	1	First come, first served
Small Collaboration	320, 328, 428, 520, 528	5	LibCal Reservation
Medium Collaboration	303	8	LibCal Reservation
Medium Collaboration	306	10	LibCal Reservation
Conference Room	336	6	Email request
Board Room	502	18 (12 around table)	Email request
Conference Room	541	12	Email request
Innovation Gallery	301- Staircase 3 <sup>rd</sup> /4 <sup>th</sup> Floors	100 (35 seated)	25Live Event Form
Conference Center	501	Up to 130	25Live Event Form
Classroom	315	42	25Live
Classroom	414	36	25Live
Classroom	514	36	25Live
Classroom	516	48	25Live

### Shared Space Details

**QUIET ROOMS:** Single occupancy room for quiet study, phone calls, etc.

- A. One chair and one table
- B. Connectivity: USB and USBC outlets
- C. Reservation Process: None. First come, first served.



**COLLABORATION ROOMS:** Work space for small- to medium-sized groups.

- A. To reserve: <https://cal.lerner.udel.edu/reserve/fintechcollab>
  - a. See page 11 for reservation instructions.





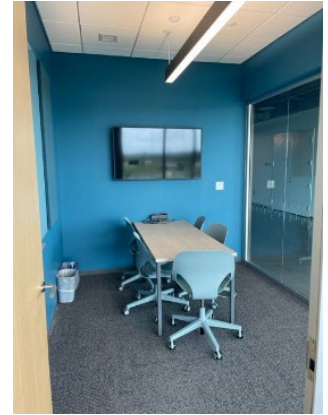
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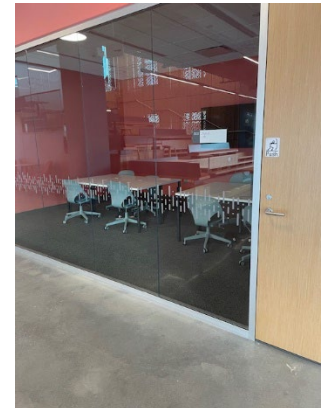
**A. Small Collaboration Rooms - 320, 328, 428, 520, 528:** up to 5 people.

- a. One table and 5 chairs
- b. Glass board
- c. 75" Flat Panel TV
- d. HDMI Connectivity for laptop presentations
- e. 420: exclusive use of CEEE, not reservable



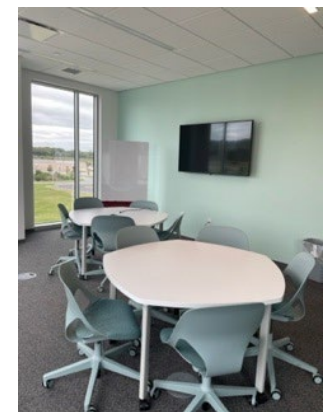
**B. Medium Collaboration Room - 303:** up to 8 people.

- a. Two tables and 8 chairs
- b. 75" Flat Panel TV
- c. HDMI Connectivity for laptop presentations



**C. Medium Collaboration Room - 306:** up to 10 people.

- a. Two tables and 10 chairs
- b. Mobile white board
- c. 75" Flat Panel TV
- d. HDMI Connectivity for laptop presentations





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**CONFERENCE ROOMS:** Email [fintechspace@udel.edu](mailto:fintechspace@udel.edu) to reserve.

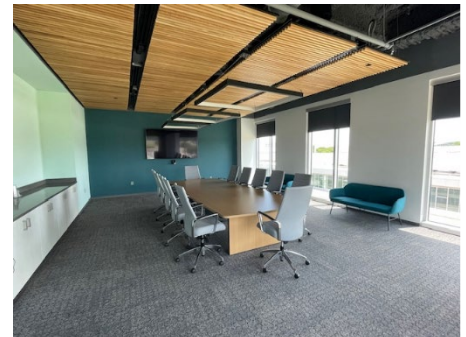
**A. Conference Room 336:** up to 6 people.

- a. Conference table and 6 chairs
- b. 75" Flat Panel TV
- c. HDMI Connectivity for laptop presentations. Zoom connectivity to a USB connected camera/microphone installed in the room.



**B. Board Room - 502:** up to 18 people.

- a. Conference table and 12 chairs
- b. Additional seating for 6 around perimeter of room
- c. Counter to set up materials/food/beverage
- d. 86" Flat Panel TV
- e. HDMI Connectivity for laptop presentations. Room PC for presentations and Zoom meetings using PTZ camera and mic for audio/video.



**C. Conference Room – 541:** up to 12 people.

- a. Conference table and 12 chairs
- b. Large glass board
- c. 86" Flat Panel TV
- d. HDMI Connectivity for laptop presentations. Room PC for presentations and Zoom meetings using PTZ camera and mic for audio/video.





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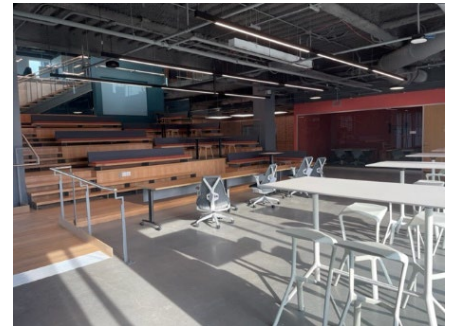
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**INNOVATION GALLERY 301 – STAIRCASE 3<sup>rd</sup>/4<sup>th</sup> FLOORS:** View availability in 25Live and submit Event Request Form to reserve: <https://25live.collegenet.com/pro/udel#!/home/dash>

User is responsible for all aspects of special events beyond standard set up.

- Assembly space for receptions, lectures, meetings, and seminars for up to 100 people (35 seated on staircase).
- 4K Projector with 159" screen
- HDMI Connectivity for laptop presentations
- Food/beverages permitted.



**CONFERENCE CENTER - 501:** View availability in 25Live and submit Event Request Form to reserve:

<https://25live.collegenet.com/pro/udel#!/home/dash>

User is responsible for all aspects of special events beyond standard set up.

- Capacity up to 130 people, depending on room set up.
- Three (3) 4K projectors and Three (3) 113" screens
- Multiple HDMI connections for laptop presentations located in floor boxes. Room PC for instructor presentations and Zoom meetings using PTZ camera and mic for audio/video.
- Standard set up:
  - 100 individual chairs theater style
  - Three speaker/panel tables with two chairs each
  - Podium
- Alternate room set up is permitted. Arrangements must be made with UD Facilities to bring tables and set room up as desired AND return area to standard after use. Submit webform request [https://udapps.nss.udel.edu/webforms/embtform?wf\\_id=1107&wf\\_ty=blank](https://udapps.nss.udel.edu/webforms/embtform?wf_id=1107&wf_ty=blank) then contact Steve Kirby, [kirbysl@udel.edu](mailto:kirbysl@udel.edu) to confirm set-up/reset date and times. Reserve these times in 25Live.
- Use of 5<sup>th</sup> floor lobby area is available with conference center reservation.
- Food is permitted in the conference space and may be set up inside room or in adjacent lobby. A convenient set-up/storage room with sink is available for caterers. Arrangements can be made with UD Catering, Grain Exchange, or any outside vendor. User is responsible for all aspects of catering including clean up.
- Audio/visual support must be arranged with UMS or college IT department.
- Direct questions to [fintechspace@udel.edu](mailto:fintechspace@udel.edu)





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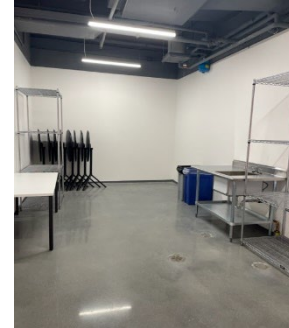
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Alternate 501 Set Up:  
10-12 rounds possible



5<sup>th</sup> Floor Lobby



Catering Set-Up and  
Storage Room (507)

**CLASSROOMS: 315, 414, 514, and 516 are available for classes and special events with priority to classes.**

- View room availability on 25Live: <https://25live.collegenet.com/pro/udel> (see pages 10-12 for how to view). Specs for each room follow.
- For classes:** these rooms are concurrently available to Lerner Graduate Programs, College of Engineering Computer & Information Sciences and Electrical & Computer Engineering departments on a first-come, first-served basis. Once these departments have classes scheduled, classrooms are open to all other COE departments and Colleges.
  - Classes from previous year's term roll to next year's term (i.e., Fall to Fall/Spring to Spring) -- SOC Coordinator should confirm use of space at [fintechspace@udel.edu](mailto:fintechspace@udel.edu)
  - To reserve an available room:**
    - All departments should email [fintechspace@udel.edu](mailto:fintechspace@udel.edu) for approval to use the classroom.
    - Once approval is given, email the registrar at [schedoffice@udel.edu](mailto:schedoffice@udel.edu) to have the classroom number added to CLSS/UDSIS.
- For events:** these rooms are available to all on a first-come, first-served basis after class schedule for term has been finalized. View availability and submit an Event Form within 25Live.

Cyber Range 314 is for COE use and reserved through 25Live using the process above.



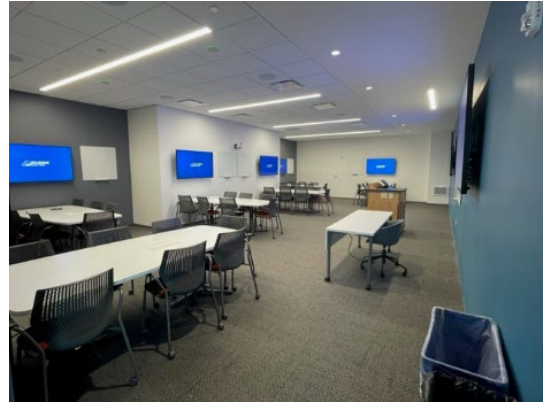
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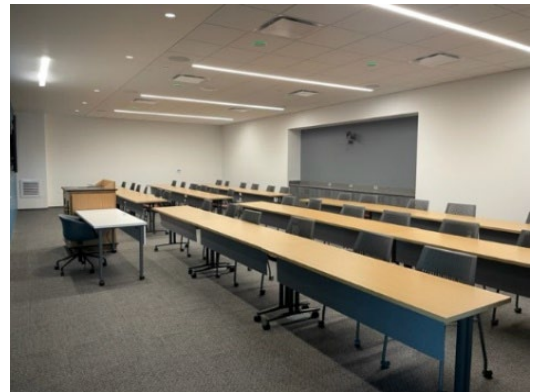
### Active Learning Classroom 315 (3<sup>rd</sup> floor):

- a. Maximum Capacity: 42
- b. No food or drink allowed – **NO EXCEPTIONS**
- c. Two (2) 86" Flat Panel TV's located at the front of the room.
- d. Five (5) 55" monitors at student collaboration tables.
- e. HDMI Connectivity for laptop presentations.
- f. 5 electrical outlets per table.
- g. Podium Computer for instructor presentations. Instructor ability to present on any or all the monitors.
- h. Each student collaboration table has HDMI connectivity for student input.
- i. Desks are stationary. Room cannot be reconfigured.



### Classroom 414 (4<sup>th</sup> floor):

- a. Maximum Capacity: 36
- b. Food: light snacks/beverages are permitted. No hot food.
- c. Two (2) 86" Flat Panel TV's located at the front of the room.
- d. HDMI Connectivity for laptop presentations.
- e. 12 electrical floor pods with 4 outlets each.
- f. Room PC for instructor presentations and Zoom meetings using PTZ camera and mic for audio/video.





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### Classroom 514 (5<sup>th</sup> floor):

- a. Maximum Capacity: 36
- b. Food: light snacks/beverages are permitted. No hot food.
- c. Two (2) 86" Flat Panel TV's located at the front of the room.
- d. HDMI Connectivity for laptop presentations.
- g. 12 electrical floor pods with 4 outlets each.
- e. Room PC for instructor presentations and Zoom meetings using PTZ camera and mic for audio/video.



### Classroom 516 (5<sup>th</sup> floor):

- a. Maximum Capacity: 48
- b. Food: light snacks/beverages are permitted. No hot food.
- c. Two (2) 86" Flat Panel TV's located at the front of the room.
- d. HDMI Connectivity for laptop presentations.
- e. 12 electrical floor pods with 4 outlets each.
- f. Room PC for instructor presentations and Zoom meetings using PTZ camera and mic for audio/video.





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## 25 Live Pro FinTech Classroom Availability Calendar

<https://25live.collegenet.com/pro/udel>

Staff and Faculty may reserve space.

You must be signed into 25Live with your UD credentials to reserve space.

### FOR CLASSES:

- Classrooms 315, 414, 514, and 516 are concurrently available to Lerner Graduate Programs and COE Computer & Information Sciences and Electrical & Computer Engineering departments on a first-come, first-served basis. Classes from previous year's term roll to following year's term (Fall to Fall/Spring to Spring, etc).
- Once these departments have classes scheduled, classrooms are open to all other COE departments.

### To View FinTech Classroom Availability:

- Sign in to 25Live using your UD log-in credentials.
- Type FINTECH [return] in Search Locations for a list of all spaces in FinTech Building

Quick Search

Search Events

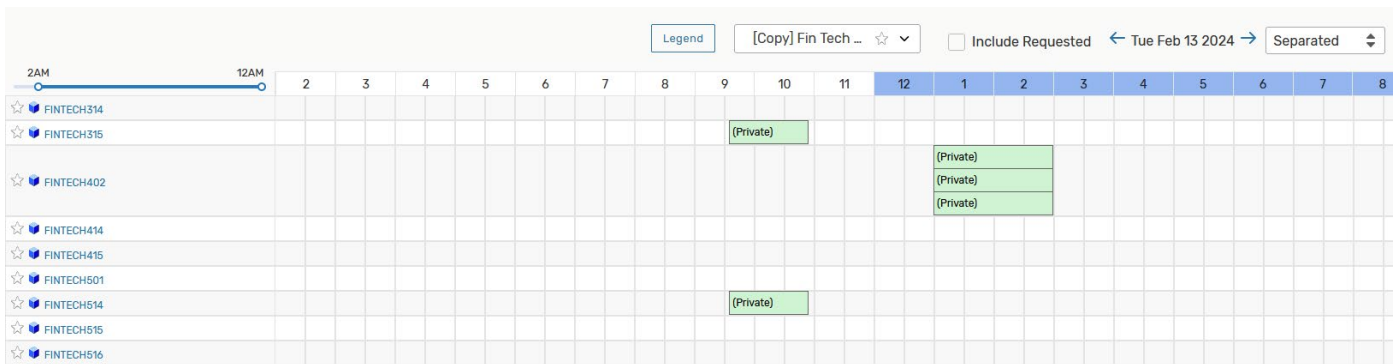
Search Locations

Search Organizations

- Click on Availability

List Calendar Availability Availability Weekly

- Top of the grid is the time of day. The green blocks represent times when the rooms are in use.



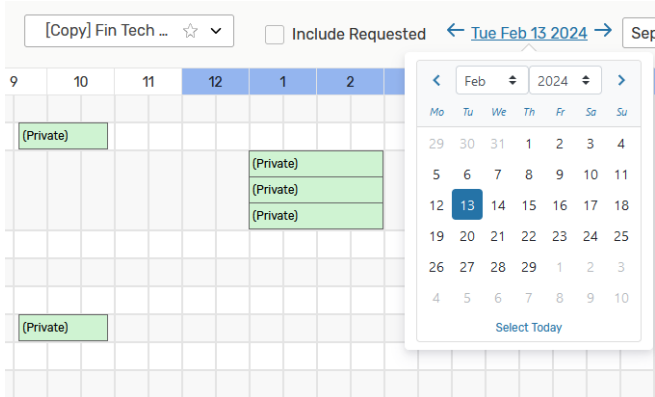


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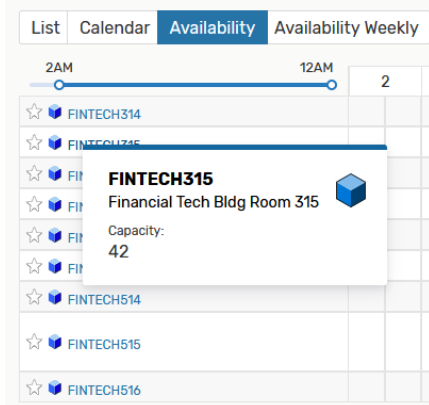
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[fintechspace@udel.edu](mailto:fintechspace@udel.edu).

- Above the grid, click on the **date** to view a calendar and choose alternate dates.



Hover mouse over the **small blue square** next to the Facility ID (Building/Room), to see the room details.



### To reserve an available room:

- Lerner Graduate Programs and COE Computer & Information Sciences and Electrical & Computer Engineering departments should email [fintechspace@udel.edu](mailto:fintechspace@udel.edu) to verify room reservation and then email the registrar at [schedoffice@udel.edu](mailto:schedoffice@udel.edu) to have the classroom added to CLSS/UDSIS.
- All other departments should email [fintechspace@udel.edu](mailto:fintechspace@udel.edu) for approval to use the classroom.



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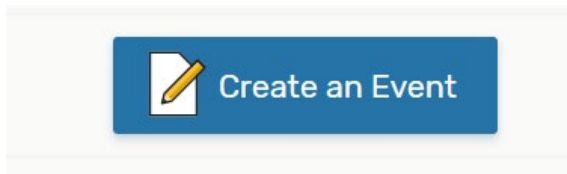
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**FOR EVENTS:** To reserve 301 Innovation Gallery, 501 Conference Center, or a classroom for a one-time event (such as a dissertation, speaker series, etc.) check room availability using the same method above and then submit an Event Form from the menu at the top of the screen:



Or the center of the home page:



Remember...you must be signed into 25Live with your UD credentials to reserve space.

Please direct questions to [fintechspace@udel.edu](mailto:fintechspace@udel.edu)

