The Hive
The ECE Makerspace at Georgia Tech
Event Co-hosting Policies
Purpose of Document

This document outlines the processes and requirements necessary to host an event with The Hive inside the Interdisciplinary Design Commons (IDC).

What is The Hive

The Hive is the student organization that runs the Interdisciplinary Design Commons (IDC). We aim to unleash the creativity of each student that comes to the IDC and to facilitate engineering freedom outside the classroom by providing access to hands-on technical knowledge and resources to all Georgia Tech students. Our mission statement is as follows:

*The Hive is a staunch advocate of the "maker culture", facilitating growth and inventive ideas, and providing the tools that our students need to achieve their dreams of creating the next big thing. We are passionate about sharing knowledge, helping others, and leading technological advancement in the era of rapid prototyping. We are innovators, cultivators, and achievers.*

*Our values lie around helping students gain hands on skills and technical knowledge by providing a comfortable, low-pressure learning environment in which any student has room to grow and explore. We believe that every student has the right and ability to create anything they want to create. We believe that diversity - in all forms - makes us stronger. We believe in students helping students to foster collaboration, promote new ideas, and learn technical skills outside the classroom.*

What is The IDC

The Interdisciplinary Design Commons (IDC) is the newest makerspace at Georgia Tech, and is particularly unique in both its size and its dedication to electronics. Located in the heart of campus, the IDC provides a space in which students of all majors, years, and background can innovate and collaborate to make their ideas come alive. It is important to note the distinction - the IDC is the building, and The Hive is the student organization inside that runs the IDC.
Requesting an Event

All event requests must be emailed to hive@ece.gatech.edu or to the current President of The Hive. A representative of the organization will then reach back and handle all event coordination from thereon. Events may be requested by anyone or any organization. However, all events must comply with our event and advertisement requirements to be considered.

All events will be provided access to the 2nd and 3rd floor of the IDC along with access to our projector and TVs around the space. In addition, microphones will be provided. Events have the option of being limited to the 3rd floor of the IDC if attendance is expected to be below 40 attendees. In addition, all events and planning will be overseen by The Hive Executive Board.

Event Requirements

Event planning, no matter how big or small, is required in order to make any event successful. This is especially true when planning events to students eager to learn something new or work with new equipment. One of the main goals of The Hive is to educate students through opportunities for hands-on learning and for gaining technical knowledge outside the classroom.

In the past we have provided tech talks about topics such as FPGA/SDRs, embedded systems, IoT, and project development. In addition, we have hosted a variety of hands-on workshops on projects ranging from basic soldering to building Space Invaders on an embedded microcontroller to creating your very own DIY Smartwatch.

To continue this tradition of learning and building, events hosted in the IDC must fall under one of the categories:

- Tech talk
- Technical workshop

If an event falls outside these categories, but relates back to our core values and mission as a makerspace organization, we are open to working with the guest organization or individual to assess eligibility of the event. We seek to provide students with technical skills that will benefit them and serve as a platform for learning rather than company sponsorship.

However, if the event you would like to host is purely informational or recruiting related, we highly recommend you request a Day in the Lobby through GT ECE Development or contact one of the several Professional ECE Organizations on GT campus. Eta Kappa Nu (HKN), IEEE, Women in ECE (WECE) are all organizations that would be happy to host information sessions.
Advertising Requirements

In order to reach the maximum amount of students possible, it is important to advertise and plan well in advance of the event. We strive to ensure that every single one of the events hosted by The Hive in the IDC is successful for both parties.

To accomplish this, we have the following advertising requirements:

- All advertising flyers will be created by The Hive and approved by the guest organization unless otherwise specified.
- The guest organization must provide any advertising materials from their organization such as their logo or any promotional material to The Hive AT MINIMUM TWO WEEKS PRIOR TO THE EVENT.
  - Failure to do so will result in The Hive creating and distributing The Hive’s version of flyers.
  - Consequences of late advertising may include lower student turnout, less student interest, and in certain cases, cancellation of the event.
- Advertising materials will be distributed by The Hive unless The Hive and the guest organization have a prior agreement.

The Hive advertises through multiple different channels, including but not limited to Facebook (including 7 different major specific pages), Piazza, Orgsync, Flyers in Van Leer and Klaus buildings, GT TV Plasma Ads, and GT mailing lists (including ~10 mailing lists of different majors, undergrad/grad, and more). This ensures that we reach the widest audience possible and maintain excellent attendance at all our events.

Unless otherwise specified, all flyers will be created and distributed by The Hive. All co-hosted events will include both parties’ logos and have equal representation on all advertising material. If you would like to provide your own design, please work with one of our representatives and we will gladly incorporate your design into one of our templates. Our goal is to foster professional relationships with outside organizations while educating our students.

If you have any questions or concerns regarding advertising, please let us know and we would be happy to work with you.

Food Requirements

Although food is not required at the events we host, we highly recommend bringing food for the students. The amount of food and kind of food is determined on a case by case basis.
Tours

If you would like a tour of the space, let us know at hive@ece.gatech.edu and we would be happy to show you around!

FAQ

1. Can I host events on the 1st floor?
   a. While events can be hosted on the 1st floor, please keep in mind that room capacity is limited. Participation will likely be capped at 30 students depending on the event.

2. Why can’t I distribute my own flyer?
   a. We believe it is important for students to know that events hosted by us are educational and makerspace-related. If the student is unable to identify that this is an event hosted by us, turnout will decrease and our target audience will be lost. This will also reduce confusion since we aim to have only one flyer design distributed for each event.

3. Are we required to use both the 2nd and 3rd floor?
   a. No! Every event is unique and the same format will not work all the time. If you are expecting a low number of students (less than 40), we recommend doing the event from the 3rd floor where you will have more student interaction.

4. How large is turnout for events?
   a. It depends on the event. Just to name a few events, our kickoff information session for The Hive had approximately 130 students attend, our Halloween Soldering Workshop had about 20 students due to limited attendance, and our tech talk events have had 50 students.

5. Is there a fee?
   a. There is no fee! As long as you follow our guidelines and get approval from The Hive Officer Board, you are welcome to host your event.

6. Isn’t it bad to have food in a makerspace?
   a. The 3rd floor of the IDC is a purely collaborative area with no hazardous equipment. The 3rd floor is the only floor in which we may eat food.