# Venue Guide

Your Event, Workshop & Meeting



# **Your Innovation Journey**

# Maschinenraum offers the perfect infrastructure



### **Co-Innovation & Event Space**

A space for ideas to grow.

Our co-innovation spaces are designed and equipped to help SMEs and family-owned businesses to **connect, collaborate** and **innovate**. Meet, work and relax and attend events at Maschinenraum



### **Innovators Network**

The power of networks.

Together, we create an awareness for new realities and provide **decision-makers** with the right orientation to understand **transformation issues**, find solutions and make better decisions.



### **Events**

A curated event program.

Our dedicated event team jointly develops an **individual concept** with you. We offer all-inclusive packages tailored to your individual needs and expectations.



### Community

Gather, learn and share.

Corporates & startups **share experiences** and **co-create**sustainable solutions in a
collaborative work environment.

**CONFERENCE** 

**MEETING** 

**MEET-UP** 

**BRING YOUR** 

**WORKSHOP** 

TO MASCHINENRAUM!

**HACKATHON** 

**OFF-SITE** 

**ROUND TABLE** 



### **Services**

# Moving forward with Covid-19 - together

# Information and how we are dealing with the COVID-19 pandemic

At Maschinenraum the health of our guests, members and employees has the highest priority. Even though physical distance is part of our new daily routine, cooperation and exchange during events are now more important than ever. We create a safe environment for your event at Maschinenraum.

We have updated our event operations and services to support hygiene measures and physical distance. Please read the COVID-19 guideline carefully and do not hesitate to reach out to us for further questions.



### **Physical Distance**

Our focus is above all on individual space - in our event spaces, meeting rooms and the community area we integrated comfortable buffer zones in order to maintain the recommended minimum distance.



### Mask

During events we recommend wearing a mouth-nose mask. If you or your attendees forgot your own masks, we can provide additional masks at our reception.



### Hygiene

We follow strict hygiene measures to ensure the health and well-being of our guests and members. We disinfect high traffic areas frequently and provide free disinfectants in our event areas.



### **Updates & Communication**

The aforementioned measures are made visible to guests and members through signs and notices.



### .... Catering

We developed innovative ways not only to provide you with food prepared to the highest hygiene standards, but also to cater the food to you in a safely manner.

Our caterers prepare food according to the latest government hygiene directives (§IfSG and HACCP).



### Corona Warn-app

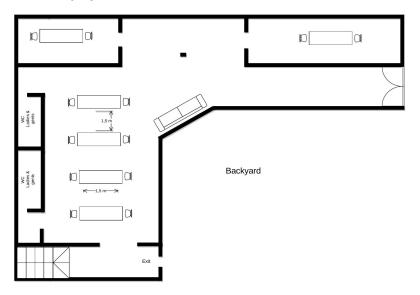
We are glad to communicate that the Maschinenraum Team fully supports the Corona-Warning-App. With the **Corona Warn-app**, everyone can chip in to help quickly interrupt chains of infection.

# **Event Setups**

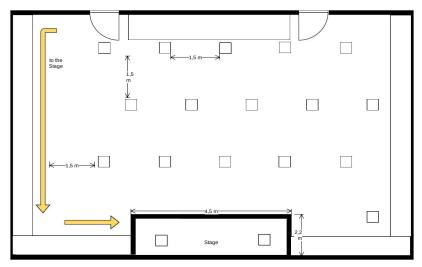
# Moving forward - Covid-19 reluations in mind

As your partner in creating events, we are strongly aware of the need of flexibility that this period requires, and we are doing our best to make your event safe by rethinking our spaces. Below you can see some ideal setups that would allow you to maintain distances and keep the environment safe during your events in Maschinenraum.

### **Workshop Space**



### **Event Space**



Chapter

# **SPACES**

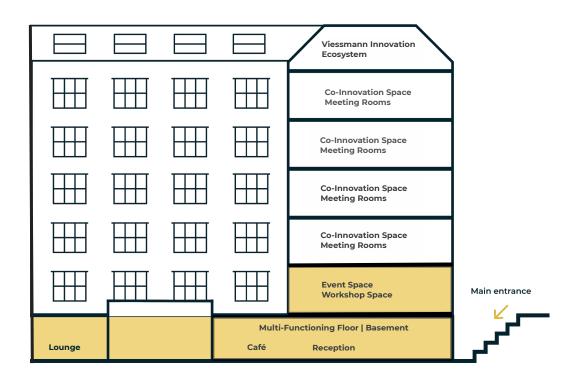
### **Our Facilities**

## **Enabling New Work**

Housed in an impressive seven-floor landmark building in the heart of Berlin's Prenzlauer Berg, Maschinenraum provides a unique experience for Mittelstand companies who wish to connect, to collaborate and to co-innovate in equal measure. On 4.500 m², modern and minimalist design meets the historic charm of the original building - the "Goldpunkt" shoe factory. Our building was redesigned by Pott Architects and A.T.L.R./L.K.V.

### Workshops. Meetings. Events. Conferences. Product Launches. Dinners.

We offer spacious and versatile workshop and event spaces for up to 100 people, which are equipped with the latest event technology and flexible furniture.



# **Multi-Functioning Floor | Basement**

Reception, Café & Lounge





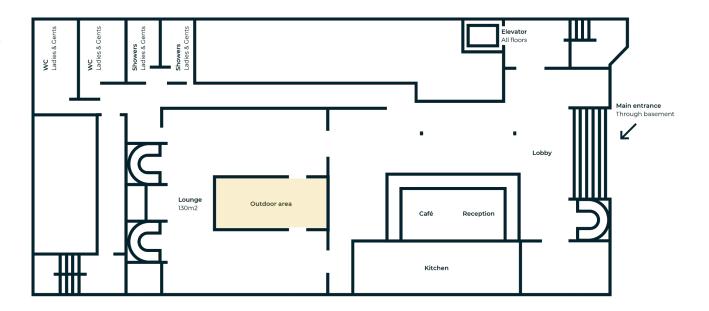


# **Multi-Functioning Floor | Basement**

# Layout

### **Unique Networking Location**

Our unique and inviting lounge full of natural daylight is the ideal location to host intimate seated dinners or interactive networking evenings. Flexible dining tables can be arranged according to your needs. If the weather allows, you also have access to an outdoor area.

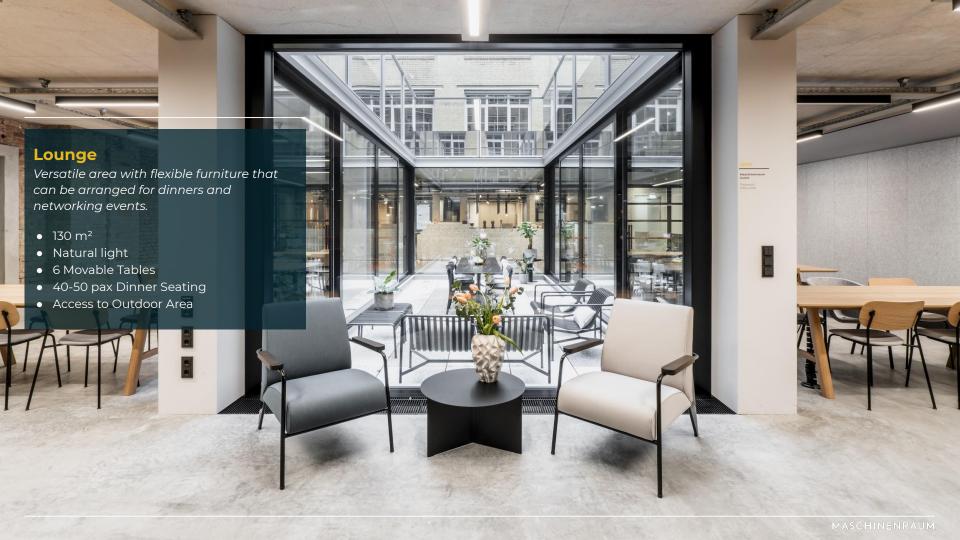


# **Multi-Functioning Floor | Basement**

# Facts

Space	m²	Daylight	Dinner Seating	Guests	Ideal for e.g.	Notes
Reception	80	Yes	-	-	Event Registration Guest Reception Networking	Lockers Back Office
Café	<del></del> 85	Yes	-	80	Standing Dinner Champagne Reception Short Presentations	Barista Coffee Machine
Lounge	 135	Yes	40 - 50	50	Seated Lunch & Dinner	Access to Terrace





# **Ground Floor**

# Event & Workshop Space









## **Event & Workshop Space | Ground Floor**

# Layout

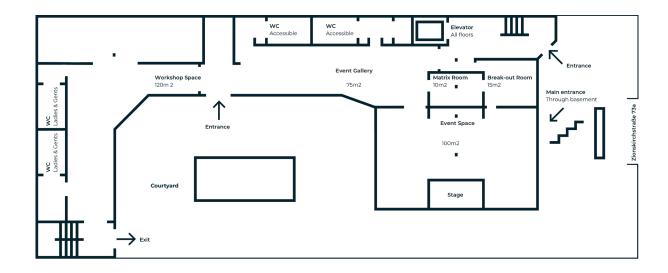
### **Versatile Event and Workshop Space**

Our Event Space offers a classic and well equipped conference setup, but stays flexible for any other layout that fits the space.

Workshops and Meetings can be held in our Workshop Space which is equipped with whiteboards, flexible furniture and space for breakout sessions.

From both the Workshop and Event Space, you have access to the Event Gallery - a versatile lobby room.

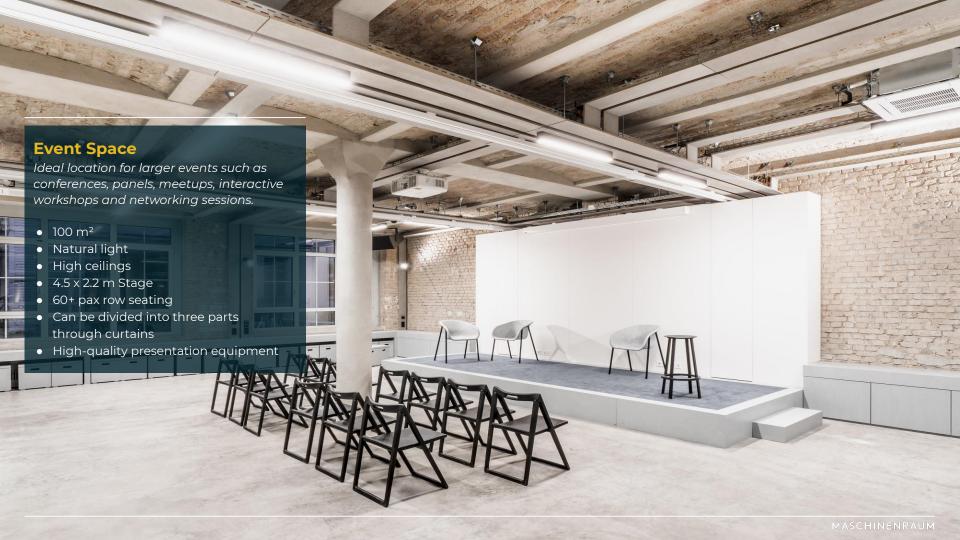
The whole floor gets daylight and fresh air from our courtyard, that can be booked for your breaks and outdoor lunches.



# **Event & Workshop Space | Ground Floor**

### Facts

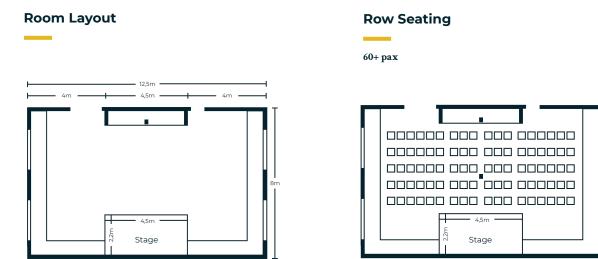
Space	m²	Daylight	Row Seating	Workshop	Equipment	Ideal for e.g.	Notes
Event Room	100	Yes	60+	30+	Conference System Audio Equipment Microphones Daylight Projector	Hackathons Conferences Presentations Panel Discussions	Air Conditioning
Event Gallery	 75	Yes	-	20	On Request	Networking	Access to courtyard
Workshop Space	120	Yes	40	30+	Flexible Workshop Furniture	Design Sprints Hackathons	Access to courtyard Wardrobe
Matrix Room	10	No	-	-	On Request	Recordings	Access to courtyard
Break-Out Room	15	Yes	-	10	On Request	Meetings Pantry Storage	Access to courtyard

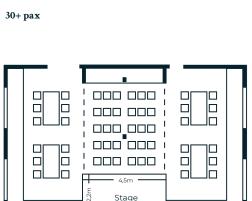


# **Event Space I Ground Floor**

# Different Arrangement Options

Our 100 m<sup>2</sup> large event room can be set-up according to your needs.





**Workshop Set-Up** 





# **Co-Innovation Space | 1st - 3rd Floor**

# Open Office Space





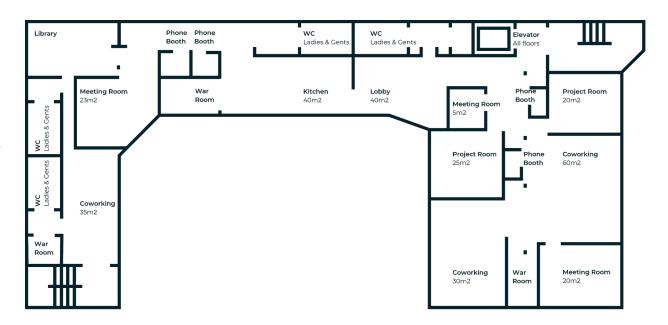


# **Co-Innovation Space | 1st - 3rd Floor**

# Layout

### **Our Workspaces**

All of our co-innovation floors benefit from spacious breakout areas, phone booths, printers, meeting rooms, as well as a community kitchen and library corner on each floor. Desks are height-adjustable and come with a screen. All floors have plenty of daylight, so there is everything you need for a productive work day.

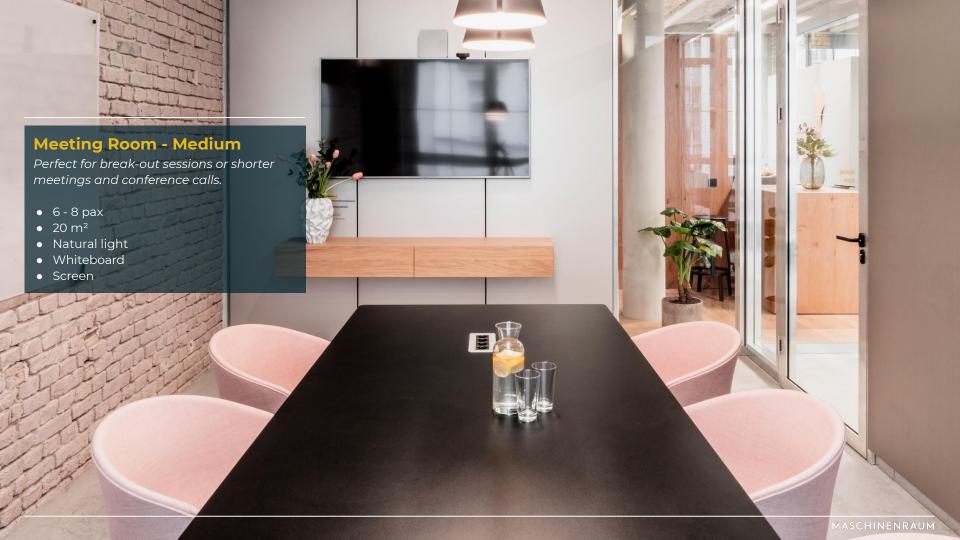


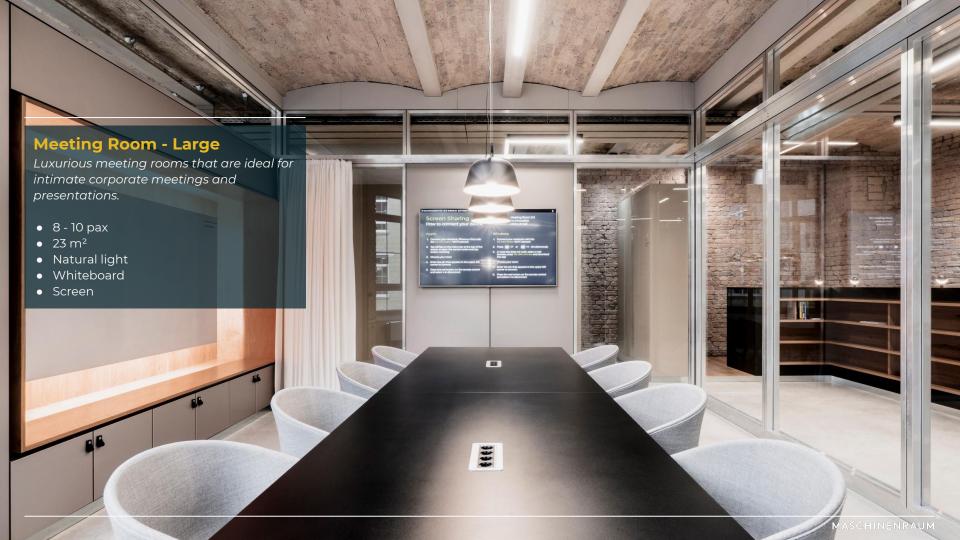
# **Co-Innovation Space | 1st - 3rd Floor**

# Facts

Space	m²	Pax	Daylight	Windows	Equipment	Ideal for e.g.
Meeting Room Small	5	2	Yes	No	Whiteboard	Break-Out Room for event bookings
Meeting Room Medium-sized	20	6 -8	Yes	Yes	Screen Whiteboard Conference System	Internal Meetings Interviews
Meeting Room Large	23	8 - 10	Yes	Yes	Screen Whiteboard Conference System	Board Meetings
Project Room	20 - 25	6	Yes	Yes	Screen Whiteboard Conference System Computer Screens	Design Sprints









Chapter

# SERVICES

### **Services**

### **Event Resources**

### Our team will help you to plan and deliver the perfect event.

We help you find the right components for a successful event - from event planning to technical support.



### **Event Planning**

We assist with Speaker & Trainer Selection, Agenda Set-Up , Workshop Hosting, Vendor Coordination and Catering.



### **Event Set-Up**

We take care of set-up, take-down & clean-up.



### **Technical Support**

The existing set-up can be extended upon request.



### **Guest Management**

We take care of Landing Pages, Wardrobe, Accreditation & Welcoming.



### **Photo & Video Documentation**

We provide you with the right experts from our network.



### Fast WI-FI

We offer Guest WI-FI in all rentable spaces.



### **Workshop Equipment**

We offer Projector Screen, Flipchart, Whiteboard, Design Thinking Box.



### **Flexible Furniture**

Our spaces are equipped with a variety of flexible furniture. Higher numbers of chairs can be ordered upon request.



### Additional services

Let us know if we can help you with anything else.

### **Services**

# Food & Beverages

### **Green Choice & Sustainability**

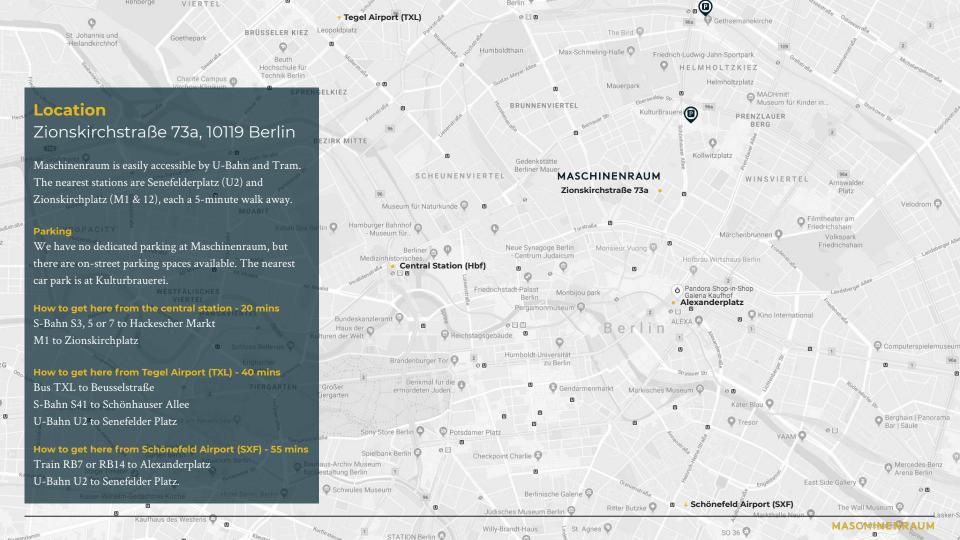
We love good food and know of its importance for a successful event.

Our selected catering partners will offer exciting menus for every budget and tailored to your individual requirements and wishes.

We care for your well-being and our environment, which is why our food concept at Maschinenraum consists of many vegetarian products from regional suppliers and is sourced and produced sustainably.







# **MASCHINENRAUM**

Selected Members









LAVA ENERGY



4Germany\_













# **MASCHINENRAUM**

For an individual offer, please get in touch with us via events@maschinenraum.io.

We are looking forward to hearing from you.

### **Maschinenraum GmbH**

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