

EVENT SPACE

INTERESTED IN RENTING OUR EVENT SPACE FOR YOUR MEETING,

Please feel free to take one of the flyer packets behind this sheet. This packet contains information on our rental spaces and the processes to reserve them.

Don't forget to grab one of our monthly event packets, add them to your calendar and **REGISTER ONLINE** at www.uncw.edu/cie!



UNIVERSITY *of* NORTH CAROLINA WILMINGTON

CENTER FOR INNOVATION AND ENTREPRENEURSHIP

CIE RENTAL INTEREST PACKET

Hello
my name is

CIE

INTRODUCTION

WHAT IS THE CIE?

Great question.

Established in 2013, the **UNCW Center for Innovation and Entrepreneurship (CIE)** aims to nurture and accelerate the entrepreneurial ecosystem in Southeastern North Carolina. Our center is a useful tool for innovators as well as the entrepreneurs who are starting new businesses and bringing innovation to the marketplace.

Mission

The CIE strives to be the premier catalyst for entrepreneurial growth by linking emerging ventures, entrepreneurs, and support organizations to create business growth, jobs, and innovation through events, opportunities, research, education, and relationships.

Vision

The Center for Innovation and Entrepreneurship works to identify and nurture high-growth, high-impact companies and to accelerate the entrepreneurial ecosystem in southeastern North Carolina. With a combination of event space for training, co-working space for "napkin-stage" startups, low cost office space, and experienced mentors, we have created a great environment for startups in a growing city--Wilmington, North Carolina. Our unique events centered around increasing sales, preparing successful SBIR grant proposals and developing better investor presentations will help entrepreneurs make better fundamental decisions at an early stage, setting them on the path to success within the local economy.

"UNCW is an amazing institution and the CIE keeps getting better...Simply put the CIE is a great ecosystem for entrepreneurs where symbiotic business relationships are within reach."

—Marc Mereyde, CIE Tenant



OUR SPACES

What space do we offer?

The CIE has event space for training, co-working space for startups, incubator office space for qualified entrepreneurs, and access to experienced mentors, faculty and other UNCW resources. As an integrated “one-stop” for entrepreneurs, the CIE also houses the UNCW Office of Innovation and Commercialization (OIC), which identifies, supports, and commercializes UNCW technology and innovative solutions. The OIC manages intellectual property, patenting, and licensing decisions at UNCW, and provides mentoring in these areas through the CIE.



Figure 1 (above) An up-to-date map of our building setup. Larger print provided in the Appendix.

“...THE UNSTRUCTURED EXCHANGES that take place anywhere in the CIE's operational areas ARE THE REAL AMENITIES.”

—Paul Baron, CIE Tenant



THE CO-WORKING SPACE

Important Areas

There are three primary spaces that you should become acquainted with:

- 1) The Event Space, where the majority of our events take place
- 2) Extended Co-working space, open working areas for tenants and alternative overflow space for events
- 3) The Ocean Conference room, a first-come, first-serve basis room open to tenants and staff for private meetings.



The Event Space

The largest meeting area at our disposal. This room is revenue-based. In other words, the event space is rented out for prices determined by the Operations Manager to UNCW staff, groups, and organizations, as well as external companies.

Capacity

Maximum 100 people in

THEATER-STYLE seating

Maximum 60 people in

RECEPTION or BANQUET-STYLE seating

Maximum 40 people in

CLASSROOM-STYLE seating

Resources

8-screen, interactive Video Wall

Large drop-down, overhead screen

Presenter confidence monitors (2)

Overhead microphones and speakers

Presenter podium equipped with 2

additional computer screens

Control panel for these items

*Pop-up screen + portable projector

The tables and chairs for the events are stored in the storage rooms, which will be discussed later in further detail.

Capabilities

Conference calls

Presentations

Session-recording

Display presentation on monitors

around the building

Extended Co-Working Space

The area located between the event space and co-working event space. This area is a comfortable, informal meeting space that provides extra seating for tenants daily, as well as networking events.

Commodities

Standing work bar

Wet bar

Various working and seating options*

Resources

Mounted flat screen tv with cable, HDMI, USB, VGA, & AV hookups

*easily rearrangeable to fit the needs of occupants





Ocean Conference Room

A comfortable meeting space for up to 6 occupants. This room is available on a first-come, first-serve basis, which can be requested by contacting or speaking to any of the CIE Front Desk staff

Capacity

Maximum 6 people

*easily rearrangeable for occupants' needs

** can add more if necessary

Resources

Privacy screens

Sound-proof windows and walls

Large meeting table

**Rolling chairs [4]

Mounted flat screen tv with cable, HDMI, USB, VGA, & AV hookups

Conference call devices

If no one is available to process your request for this room, please email us at cie@uncw.edu with your name, phone, desired date & time for the space, and your reason for reserving the space.

Capabilities

Conference calls

Presentations

Once it is received, we will respond with a confirmation email if applicable

*easily rearrangeable for occupants' needs

** can add more if necessary

Date Taken: []
By: []

**Center for Innovation and Entrepreneurship
Reservation Information Form**

CONTACT INFORMATION

Primary Contact: [] New? Yes No
Department/Business/School: []
Address: [] City: [] State: [] Zip: []
Work Phone: [] Fax: [] Alternate Phone (home/cell): []
Email Address: []

RESERVATION INFORMATION

Date of Reservation: [] Type of Event: [] Name of Event: []
Event Description: []
Group Size: [] Arrival Time (pre-event): [] Departure Time (post-event): []
Actual Event Time: []
Facility/Room (check all that apply):
Ocean Conference Room
Overflow Coworking Space
Coworking Space
Seahawk Conference Room
Event Space
Full Facility
Setup (check one): Classroom
If Other, please explain: []

CATERING INFORMATION

Meal(s) Being Catered: []
Alcohol? Yes No
Time of Meal(s): []

ADDITIONAL NEEDS AND COMMENTS

[]

FEES (to be completed by CIE staff)

Reservation Cost: 0
(+) Additional Fees: 0
(-) Discounts: 0
= TOTAL COST: 0

Approved by: []
Reservation Made (date): []
By: []

STILL HAVE QUESTIONS?

Please feel free to us at cie@uncw.edu.

FEEL LIKE THIS IS THE IDEAL SPACE FOR YOU?

Please fill out the attached form, scan, and email it to cie@uncw.edu.

Once this email is received and if the event is approved, you will receive a confirmation email within 72 hours with agreements for you to sign and send back.

Please submit any space requests within 7-10 business days before your desired rental date.