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The Ingenuity Lab
Guidelines

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1. Who We Are and Our Mission

The Ingenuity Lab, part of the Haydn Green Institute for Innovation and Entrepreneurship at the University of Nottingham's Business School, exists to support students, staff, and alumni in exploring business ideas and developing entrepreneurial skills.

Our mission is to:

- Create a stimulating culture of idea generation;
- Provide access to experienced advisors and entrepreneurs; and
- Build a dynamic community where collaboration and innovation thrive.

We bring members together in a supportive environment where individuals can develop skills, test ideas, and start or grow their ventures with confidence.

2. Our Offer

The Ingenuity Lab offers access to workspaces, business advice, mentoring, specialist surgeries, skills-development events, accelerator programmes, competitions and networking opportunities. All members benefit from our entrepreneurial community, virtual and physical working environments, and a comprehensive suite of support designed to help early-stage businesses grow.

3. Types of Membership (Bronze, Silver and Gold)

Bronze membership (Academic) – For students enrolled at the University of Nottingham as undergraduates or postgraduates. No registered business is required, just an interest in entrepreneurship. This includes access to the Lab space, events and our entrepreneurial community.

Silver membership (Venture) – For individuals who have a registered business. This includes access to the Lab space and events (as with bronze membership), as well as one to one surgeries, mentoring, funding opportunities and internships.

Gold membership (Ambassador) – For individuals with a registered and established business, ready to scale. This includes all silver member benefits as well as the 'Scale' programme, dedicated mentoring, a business pod, profile raising opportunities, and participation in Lab leadership and community activity.

All members are expected to follow our code of conduct and contribute positively to the Lab community.

Click here to view our Tiered Membership Criteria

4. Services and Facilities Available

Members have access to a range of facilities, including hot-desks, permanent desks, business pods (for gold members), computer monitors, phones for UK calls, meeting rooms (bookable), lockers, tea and coffee, and the Lab Lounge. Additional services include: access cards, IT accounts, use of the Lab as a business address (with required documentation), and support from UNIP facilities.

5. Programmes and Events

We run a comprehensive programme of seminars, industry-led sessions, peer mentoring groups, networking events, and business development programmes including:

- **The Link** – early-stage venture guidance.
- **Scale** – advanced accelerator for growing ventures.
- **Mastermind Group** – monthly peer-to-peer support.
- **Pitch to Win** – A fast-paced programme that helps entrepreneurs refine their business idea and deliver a compelling, investment-ready pitch.
- **Ingenuity Impact Competition** – An innovation challenge supporting founders to create impactful businesses that address commercial, social and environmental issues.
- **YES (Your Entrepreneurs Scheme)** – A team-based enterprise programme that develops commercial awareness by challenging participants to build a business plan for a hypothetical scientific innovation.

As well as other opportunities to learn, grow confidence, and engage with our entrepreneurial community.

6. Types of Support (Staff, EIRs, Mentors)

Members benefit from multiple layers of support:

- **Ingenuity lab staff** – day-to-day operational and business support.
- **Entrepreneurs in residence (EIRs)** – experienced entrepreneurs providing mentoring, seminars, and specialist advice.
- **Business advisors and specialists** – legal, finance, branding, marketing, IP, investment, and product development experts delivering surgeries and workshops.
- **Peer support** – through community events, ‘mastermind’ sessions, and wider HGI networks.

8. Benefits of Engagement and Making the Most of Membership

Members are encouraged to engage actively with events, surgeries, mentoring, and peer networks. The more you participate, the more value you gain. Former members have benefited from: business development and

venture growth, access to input and insights from subject matter experts, funding opportunities, structured entrepreneurial education and knowledge acquisition, and being part of a collaborative community. Our Lab experience has resulted in the development of transferable business skills, better decision making and increased confidence levels; enhancing career prospects and social mobility.

9. Membership Terms and Conditions and Code of Conduct

Members must display professional behaviours, respect the workspace environment, comply with UK law and university policies (including IT and Health and Safety), use facilities responsibly, and uphold confidentiality and integrity. Members must not misuse the Lab address, imply university endorsement, or engage in an activity that conflicts with university services. The full terms and conditions are set out in the appendix outlining responsibilities around workspace use, business conduct, identity verification, and legal compliance. All members need to agree and sign up to the terms to become a member.

10. Use of Services

Lab services and spaces must be used respectfully and professionally. Meeting rooms must be booked, shared spaces kept tidy and equipment used responsibly. Additional staff members may visit only under the member's supervision, and in accordance with capacity limits. Members must comply with building access rules, including proper use of access cards and IT accounts.

11. Revoking and Renewing Membership

Membership will be revoked if behaviour disrupts the Lab, breaches policies, misuses facilities, or if the business no longer aligns with the Lab's purpose. Decisions are final and typically made with 30 days' notice unless exceptional circumstances apply.

Memberships will be renewed automatically on an annual basis unless there is little or no engagement in lab events and activities from the member. In this case membership will need to be reviewed and re-assessed by the team. We expect members to be actively involved in our community.

12. Eligibility and Applying

Eligibility depends on your status:

- **Students, alumni and staff** of the University of Nottingham are eligible to apply for all membership categories.
- **International students** should ensure compliance with UK visa regulations. More information about graduate visas is provided in the appendix and further support available from the University's Visa and Immigration Office.

To apply, please complete the online membership form linked here. Silver and gold applications need to include a business summary and will also be invited to attend a meeting with the Head of the Ingenuity Lab. Approval is at the discretion of Lab management.

More information about joining can be found at the Ingenuity Lab website membership page.

13. Opening Hours and How to Contact Us

Members should reach out whenever they need guidance, help accessing services, or assistance with entrepreneurial challenges.

The Ingenuity Lab is open for general member usage Monday to Friday 9am - 5pm; as well as occasionally outside of these hours for planned events and activities.

The Ingenuity Team work agilely and are usually available on site for face-to-face queries on Thursdays, and also for each scheduled event or activity.

For support and queries, members can contact the Ingenuity Lab via email at ingenuity.enquiries@nottingham.ac.uk

Additionally, emergency support is available through university security services on: 0115 951 8888.

14. Appendix – Terms, Conditions and University Policy and Procedure

Below is information on member terms and conditions and the university policies on IT usage, fire safety and evacuation procedures, access rules, and links for more information and contacts for graduate visas. These policies form an essential part of membership and must be read and followed by all members.

Membership Terms and Conditions

Lab members must:

- Take full responsibility for their own possessions. Those using hot desk spaces need to take all personal belongings off the premises and leave desks clear when they leave at the end of the day.
- Use the booking system for the use of meeting rooms.
- Use photocopying, stationery, telephones and post facilities for business purposes only and in reasonable quantities (the Lab Manager reserves the right to decide what is reasonable).
- Access the premises and use the facilities for the activities of the specified business only.
- Notify the Ingenuity Lab Senior Operations Officer of changes to contact details.
- Seek permission and register officially before trading from the Ingenuity Lab or using the Ingenuity Lab as a registered business address with Companies House or with HMRC.
- Provide proof of identity and companies' house registration or UTR if wishing to use the Ingenuity Lab address for business purposes.
- Comply with the terms of service if using the Ingenuity Lab address for business services including regular collection of mail.
- Inform Ingenuity Lab staff if the business proposes to promote services which may reasonably be expected to duplicate or conflict with existing university activity.
- Ensure that their business operates entirely within the UK legal system, in compliance with all applicable laws, statutes, regulations, regulatory guidance and codes from time to time in force.
- Comply with UK immigration regulations where appropriate.
- Comply with the University’s IT usage policies.
- Ensure that they are aware of and comply with, current Data Protection and Health and Safety legislation.
- Maintain a high standard of professional conduct.
- Not hold the Lab, or the University, liable for any information offered through one-to-one meetings, event or documentation provided through the activity of the Lab.
- Respect the Ingenuity Lab premises and equipment and use the facilities appropriately.
- Engage with Ingenuity Lab events and activities on a regular basis.

Lab members must not:

- Use any university logo on any business stationary or promotional material or imply that the university endorses the activity of the business without prior written agreement.
- Use the Lab for anything other than outlined above without prior approval from the Ingenuity Lab Manager.
- Attempt to compete, or pass off, as a provider of any activity or service that could reasonably be understood to duplicate activity or services being provided by the University of Nottingham. Any business that intends to work in a related or similar field must first seek the approval of the Ingenuity Lab Manager and will be expected to gain the approval of the Head of Service or Department, where relevant. Failure to do so will result in the business being required to modify its activity or, in extreme cases, leave the Ingenuity Lab.

Please note: The University of Nottingham and its staff shall not be liable for any loss, damage, or theft to the personal property of Members or their guests, howsoever arising, including but not limited to personal items, equipment, or vehicles, that may occur while at or using the Lab or its facilities.

Acceptance of your Membership shall indicate your understanding and acceptance of these terms and conditions, and your agreement to comply with these terms and conditions at all times.

Memberships will be revoked if either the lab member does not follow the code of conduct and disrespects the lab space, or if the Ingenuity Team are not able to support the individual or business venture. In the instance where the code of conduct is breached this will occur with immediate effect and or if no longer able to support the business; 30 days' notice will be given.

Finally, the Lab reserves the right to suspend services from time to time and remove services as it sees fit. All changes will be given notice via email.

Ingenuity Lab Mail Terms of Service

Only silver and gold member registered business are allowed to use Lab address.

Mail collection responsibility: Lab Members agree to collect all mail received on their behalf once a month, it is their responsibility to ensure they are aware of any expected letters and that they collect all of them. The Ingenuity Lab cannot be held responsible for storing uncollected mail for more than one year after receipt, any mail left after this period will be destroyed.

Limitations of service: The Ingenuity Lab does not provide services such as scanning or forwarding mail. The responsibility for any correspondence, including its content and any necessary actions related to it, lies solely with the Lab Member.

Proper address registration: It is the lab member's responsibility to properly register the Lab's address, with any service associated with their company from which they expect to receive correspondence. This registration must include the name of the company and must not consist of personal names without reference to the company. Such practices are essential to ensure efficient sorting and management of mail.

Risk acknowledgment: Lab members using this service acknowledge that delays in collection may result in missed opportunities or important communications. The Ingenuity Lab is not liable for any consequences arising from the failure to collect mail in a timely manner.

Please note that we do not have a dedicated space to receive parcels, as such, if you are expecting a parcel to be delivered at the Lab, please make sure to collect it in a timely manner.

University of Nottingham IT Acceptable Use Policy

Members must comply with the university's acceptable use policy when using our computing facilities. Before you use the Lab space, please ensure that you read the University of Nottingham IT Acceptable Use Policy

The Graduate Visa

Please see below links to contact details for the University of Nottingham Immigration team and information regarding the Graduate visa.

The University of Nottingham
Josie Tanvir
+44 (0)115 846 6125
immigration-support@nottingham.ac.uk

UK Government Graduate visa information
https://www.gov.uk/graduate-visa

UK Council for International Student Affairs
https://www.ukcisa.org.uk

Fire Safety and Evacuation Procedures

UNIP operates a 'get out, stay out,' policy with respect to fire safety.

Each UNIP building has an automatic fire detection system and emergency lighting. These are maintained by University of Nottingham Estates Department.

The University Fire Safety Advisor undertakes fire risk assessments of the building in line with current legislation.

All extinguishers and fire blankets are maintained by the University of Nottingham Estates Department.

On discovering a fire:

1. Raise the alarm by operating the nearest break glass call point.
2. Contact the fire brigade – dial 999 for emergency services.
3. Tackle the fire with nearest appropriate extinguisher if it is safe to do so and your escape route is clear. There is one on C floor corridor next to room C03 and another inside the Lab next to the door for the IP Office.

On hearing the alarm:

1. Leave the building immediately.
2. Do not use a lift and do not stop to collect personal belongings.
3. Close all doors and windows when leaving.
4. Report to your assembly point – this is the car park outside of the Ingenuity Centre (turn right when you exit the building).

Medical Emergencies

If there is a medical emergency and suspected heart failure, there are automatic defibrillators (AEDs) located:

- Sir Colin Campbell Building entrance lobby - open 8am - 6pm weekdays (closest to the Lab).
- Carbon Neutral Laboratory (GSK) A floor foyer – 8am - 4pm weekdays
- The Institute of Mental Health (IMH) reception - open 8.30am - 5pm weekdays.
- Jubilee Sports Centre reception - open 7am - 10.30pm weekdays and 9am - 10pm weekends.

Security staff also have first aid training and carry an AED in their vehicles in the case of heart failure.

Fire Alarm Testing

The fire alarm is tested every Thursday morning shortly after 8am and is a single siren tone which will last for a maximum of 30 seconds. If the alarm sounds for longer than this, you must evacuate the building. If you become aware that you are not able to hear the fire alarm in your area, please report this immediately to reception.

Fire safety notices are displayed throughout the building. Please familiarise yourself and your business associates/team members with these instructions and check the location of all the fire exits, break glass call points and refuges.

15. Member Agreement

Member Agreement:
I confirm that I have read, understood, and agree to abide by the Ingenuity Lab Guidelines and Terms and Conditions of the University of Nottingham. I acknowledge that compliance with these policies is a requirement of my membership, and I agree to conduct myself in a manner that upholds the values, standards, and expectations of the Ingenuity Lab. I understand that failure to adhere to these Guidelines and Terms and Conditions may result in the suspension or termination of my membership.

Member name:

Date:

Contact us:
The Ingenuity Lab
T: 0115 951 5204
E: ingenuity.enquiries@nottingham.ac.uk

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