

Welcome to Co-working at the UB Incubators!

As a co-working member, you are taking important steps to further your startup. The Business and Entrepreneur Partnerships (BEP) team are here to help you, support you, and foster the growth of your startup in Western New York.

- Co-working is a collaborative, open space. Open 24/7 by badge access, use the space at your convenience. We ask that you follow the carry-in, carry-out protocol of taking home anything that you bring with you to the space.
- Access to snacks, coffee and typical breakroom equipment is available in the Idea Lounges. Availability is not guaranteed. We encourage you to provide your own coffee and snacks, particularly if hosting guests.
- Need to book a meeting room to have a call, or to host a guest? Contact the main reception desk at the either location, or the second-floor concierge desk at CBLs. You may send an email to request a date in the future; responses may take up to two business days:
 - Baird-incubator@buffalo.edu
 - CBLs-incubator@buffalo.edu

Please follow these guidelines to help make co-working work for you, as well as other members of the community.

- **Leave no trace:** take all your belongings when you leave co-working. Throw away any trash, recycling, and clean the space you last used so it is available for the next user. Clean off any whiteboards, as this may not be saved day-to-day.
- **Wi-Fi:** access to Spectrum wifi is available to all occupants of the incubators.
 - Network: Spectrum_BEP
 - Passcode: \$t@rtup701
- **Be Mindful:** co-working is an open space for all members to use, as well as tenants of rented space. Be mindful of noise that may interfere with quiet enjoyment by others. Please be cooperative and courteous to others in the space.

Questions about co-working?

- Incubator @ Baird – Asal Barem, asalbare@buffalo.edu, 716.645.1395
- Incubator @ CBLs – Diane Plinke, dianepli@buffalo.edu, 716.881.8900

Visit the MyIncubator page for more information and FAQs

Buffalo.edu/myincubator

Incubator @ Baird

1576 Sweet Home Road, Suite 111, Amherst, NY 14228-2710
716.645.1395

Incubator @ CBLs

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Business and Entrepreneur Partnerships

buffalo.edu/partnerships
buffalo.edu/incubators