



WeWork Partnership

Columbia University

wework

SECTION 01

Introductions





What is WeWork?

WeWork provides workspace, community, and services for a global network of creators

Workspace

Common spaces have a distinct aesthetic and vibe that will inspire you & your classmates.

Community

Whether it's getting feedback on your project in real time, asking for a recommendation on a service provider, or simply grabbing a coffee or tea, the power of our community is invaluable. Community is onsite each day from 9AM - 6PM

Services

- Super-fast Internet
- Business-class printers
- Free refreshments
- Onsite staff 9AM-6PM
- Private phone booths

Introducing Columbia x WeWork Partnership

Dedicated Spaces
All-Access

Bring the classroom closer to home with spaces around the world that enable student performance and complements virtual learning.



SECTION 02

Columbia Dedicated Spaces @ WeWork



Our Spaces

Dedicated Floors

Columbia University has dedicated floors across the globe that are for Columbia Students to work, study, and collaborate.

In your dedicated floor you can find

- Desks to study at
- Comfortable soft seating
- Pantry
- Internal Conference Rooms
- Super fast internet

In the building you can find

- External conference rooms
- Building specific amenities (see a list by searching <https://www.wework.com/locations>)
- Online events & programming





Parkview Place

3F, Building 1, Zone A, Parkview Place, 2
East 4th Ring Rd, Chaoyang, Beijing 100016

12 minute drive to [Hotel Beijing](#)

[Website Link](#) | [Virtual Tour](#)

WeWork Parkview Place is a modern office building containing ample lounge, office, and coworking space. This WeWork boasts a beautiful common space offering a micro-roasted coffee bar and great views of the city.

- 5 minute walk to Line 14 at Jiangtai Station
- Building includes electric vehicle charging stations





188 Huaihai Middle Lu

188 Middle Huaihai Road,
Huangpu, Shanghai 200021

4 minute walk to [Mansion Hotel](#)

[Website Link](#) | [Virtual Tour](#)

188 Huaihai Middle Lu is located in Huaihai Nanfenghui, a new commercial project completed in 2020. There are many professional service companies in the area, and the business atmosphere is strong. Surrounding large-scale commercial, including K11, Hong Kong Plaza, Xintiandi commercial center, etc., various flavors of catering and supporting facilities are available.

- Business District: Huaihai Road/People's Square
- Transportation: Metro Line 1 — South Huangpi Rd. / Line 8 — Dashijie Station
- Amenities include double layer balcony, large French windows, and views of Middle Huaihai Road





Hon Kwok Center

3031 Shennan Ave
Futian CBD, Shenzhen 518000

[Website Link](#) | [Virtual Tour](#)

Located in the heart of the city's business district, our Futian coworking space has everything you need to thrive. Eleven floors in this ultra-modern tower are dedicated to WeWork, featuring art-filled lounges, bright and airy conference rooms, and sleek private offices. Commuting is simple with the Metro at Gangxia North Station, and several buses right nearby. After work, head to one of the many restaurants right downstairs, or attend one of our regular networking events to mingle with business leaders. Surrounded by successful companies across industries, WeWork's Futian office space is an ideal locale to put down roots





LKF Tower

33 Wyndham Street
Hong Kong

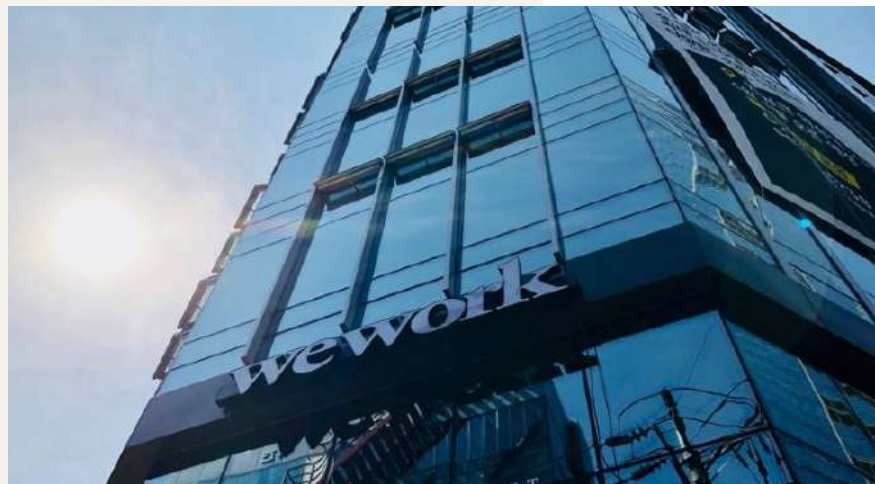
7 minute walk to [Mandarin Oriental Hotel](#)

[Website Link](#) | [Virtual Tour](#)

WeWork's LKF Tower is centrally located in the Lan Kwai Fong area of Hong Kong. In addition to our hallmark amenities like front desk service, private offices, and unique conference rooms, an inviting outdoor space makes it easy to stay refreshed throughout the day. Surrounded by many of the city's best restaurants, bars, and entertainment options, there is always something new to explore after hours. Plus, with a variety of bus and train lines all within walking distance, it's easy to stay connected throughout the city

- Close proximity to Hong Kong's MTR Station





Yeoksam Station II

14 Teheran-ro 26-gil
Gangnam-gu, Seoul 06236

10 minute walk to [Mercure Seoul Ambassador Gangnam Sodowe Hotel](#)

[Website Link](#) | [Virtual Tour](#)

WeWork's Yeoksam Station II is located in the illustrious Gangnamgu district of Seoul. Offering a prime address in the booming tech hub of Teheran Valley, WeWork is renovating the entire building to offer common areas, phone booths, and private office spaces suited for teams of all sizes. This sought-after location is just steps from Yeoksam metro station, with onsite parking available. World-renowned eateries and entertainment are one station away, as well as easy access to COEX exhibition hall and the world's largest underground mall.

- Building includes a rooftop lounge
- 4 minute walk to Subway Line 2 at Yeoksam Station





City House

36 Robinson Road
Singapore, 068877, SGP06

[Website Link](#) | [Virtual Tour](#)

Welcoming members across a range of industries, our office space in Raffles Place delivers a sought-after address and unparalleled amenities amidst the irrefutable allure of Singapore. Beautifully designed lounges, conference rooms, and private offices are complemented by WeWork's hallmark amenities including onsite staff, fully-stocked printing stations, and private phone booths. Close to the vibrant Lau Pa Sat market, you'll have plenty of options for entertaining clients, celebrating team wins, or simply grabbing a quick lunch. Plus, convenient access to parking and the Telok Ayer/Raffles Place train station make it easy to stay connected throughout the city.



LONDON



BUILDING EXTERIOR

21 Soho Square

2 Sheraton St,
W1F 8BH

SIX FLOORS OF MODERN PURPOSE-DESIGNED WORKSPACE IN LONDON'S HISTORIC WEST END.

WeWork at 21 Soho Sq is bespoke office space in one of the most sort after locations in vibrant Soho

Your oasis of calm in Soho is just a 4-minute walk from Tottenham Court Road Underground and 8 minutes Leicester Square Tube Station

On a square in the heart of this lively area, it is on hand for some of London's best restaurants, bars and entertainment options

Your team will love this sought-after spot



LOUNGE



COMMON AREA



SECTION 03

WeWork All Access for Columbia Students





WeWork All Access

Unlock access to WeWork
locations close to home or
wherever you are



Included amenities



Access to shared workspace



Unique common areas



Business-class printers

120 B&W, 40 Color



High-speed Wi-Fi



Onsite community team

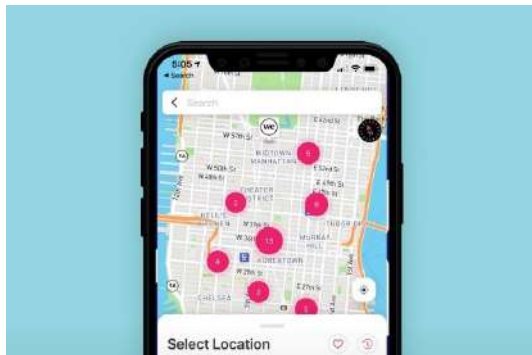


Phone booths



Unlimited coffee & tea

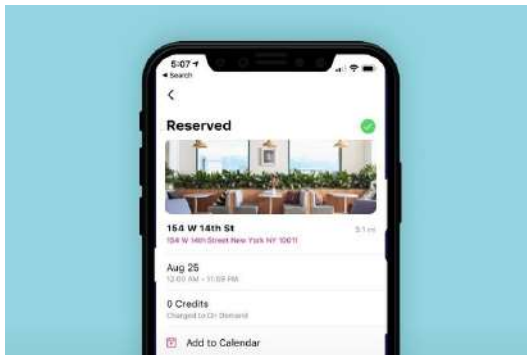
Getting started with all Access



STEP 1

Choose a location

Pick a location close to home or wherever you are.



STEP 2

Book ahead

Reserve workspace ahead of time to gain access to the building.



STEP 3

Get to work

Swipe in with your keycard, get connected to Wi-Fi, and set up a homebase.

SECTION 06

House rules & features



Important

Prior to entry to any WeWork location to which you have been granted member access, you must agree to the daily Facility Terms of Use before accessing a location, where not prohibited by law. If you cannot agree to the Facility Term of Use then you may not enter the location.

[Daily Attestation](#)

How we work together

Respect our community



Meet the neighbors

Our community is made of members from all walks of life. We learn from, inspire, support, and collaborate with each other. Next time you see your neighbor, say hi!



Keep it down

We get excited about our work too, but be mindful of noise in quiet spaces and hallways. Take conversations and calls into private offices, phone booths, conference rooms, or common spaces.



Stay safe

All guests should check in with the Community team at the front desk before entering the building. Avoid letting people follow you into keycard restricted areas.

Respect our space



Leave no trace

As a rule of thumb, you should always clean up after yourself. In our space, that means placing trash, mugs, cups, and silverware in the appropriate bins.



Watch the clock

All our time is valuable, so only use conference rooms when you're scheduled to be in them and limit phone booth use to 30 minutes.



No alcohol consumption or guests onsite

In order to keep you and our space safe, there are no alcoholic beverages or guests allowed on the premises

How we're adapting

We're applying these five operational improvements in each building

INCREASED SANITIZATION



Establishing intensive and more frequent cleaning measures to ensure the health and wellbeing of members and employees

SOCIAL DISTANCING



Adjusting seat spacing in shared areas and workstations so day-to-day operations can continue while maintaining professional distance

BEHAVIORAL SIGNAGE



Installing strategically placed signage for friendly reminders about distancing and cleanliness

SANITIZATION EQUIPMENT



Providing buildings with new materials and equipment for all occupants to help keep spaces clean

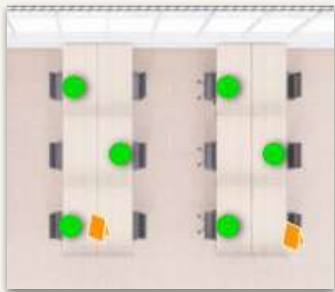
IMPROVED HVAC



Maximizing outside air, extending schedules where possible, and partnering with landlords to follow guidelines by CDC and ASHRAE

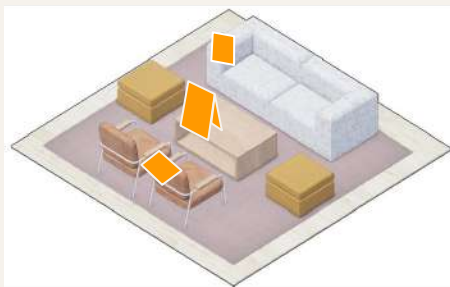
Social distancing guidelines

We are adding the following items to different parts of our space to ensure the safety of our members:



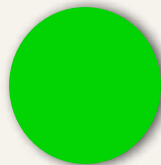
Prioritizing Personal Space

Occupancy rates are at the member's discretion, but a suggested strategy is to occupy the space at 50%, using staggered seating to maintain social distancing.



Lounge Seat Signage

In Lounge Areas, new signage will dictate where members and guests are suggested to sit.



Tabletop Vinyl

In the Common Areas, table top vinyl is Installed on Meeting Room, Dining Table, and Hot Desk tablespots as well as Bar Stools to indicate available seating. In offices, this strategy can be used on desks to illustrate the staggered seating layout.

Emergencies

First Aid

If you need basic first aid (band-aids, aspirin, etc.), please stop by the Community Bar for assistance.

Emergency Planning

Every WeWork space has a localized Emergency Action Plan for situations requiring immediate response from employees and members in the building. These plans include evacuation routes, external meeting points, and step-by-step guidelines for a range of potential emergencies. This information can be found in the Building Guide section of the WeWork app. If you have questions about your building's Emergency Action Plan, contact your Community team.

Special Circumstances

If you require special assistance during an emergency, you can confidentially share your needs with any member of the Community team beforehand.

Surveillance

CCTV footage of the communities are recorded 24/7 and stored for up to {30 days in the U.S.; 14 days Internationally} solely for the purpose of forensic data analysis in the event of an incident. Hallways, entrances and exits, and common areas are captured by the cameras; offices and conference rooms are not captured on CCTV. Should security footage need to be reviewed, please notify your community management team.

Meet your Community Management team

Our team is here for you throughout the week, from front-desk service to personalized support from 9AM-6PM each day.

Every location will have a dedicated staff on site for any questions you may have.



Internet

Wireless Networks

WW-Guest

This network is only for guests and is highly throttled; you'll experience slow speeds if connected to this network. All guests will be prompted to join our Gated Guest Wifi and are able to opt in to WeWork communications.

WeWorkWiFi

Encrypted and segregated wireless access for all Members. Find your personal login credentials by visiting the "Handy Information" section of the Building Guide page of the WeWork app.

WeWorkCorp

For security reasons, this network is reserved for WeWork staff.

WeWork 2.4Ghz, WeWork 5Ghz

Select locations may provide members access to these networks as well.



Printer

For Buildings that use Papercut

PaperCut is a cloud-based printing service that keeps your documents secure until you're ready to print them at the printer you choose.

Drivers

Drivers help your computer communicate to the printer accurately. From time to time, these will need to be updated.

Troubleshooting

Papercut

Before printing make sure that PCClient is open on your computer. Whether you use Apple or Windows, you can use your computer's search function to find PaperCut by typing in "PCClient". If you are experiencing printing issues try re-downloading the printer drivers.

Print Setup

For Printing login credentials and instructions, go to members.wework.com and click on "Building Guide" found on the left sidebar.

"High Touch" Space

To maintain the cleanliness of this space, wipe dispensers and hygiene signage will be present

Paper Size

Be sure to check the paper size right before pressing "Print"; European companies should be particularly aware of this. Standard US paper size is "letter," at 8.5x11 inches (not A4).

Still Having Trouble?

Submit a support request via the app or website and we'll get it sorted.



Printer

For buildings that use HP Roam

HP Roam gives users the ability to release their documents at any WeWork printer worldwide by scanning their WeWork badge.

It also provides the added ability to print documents via a drag-and-drop web interface without the need for installing a print driver.

Troubleshooting

Keycard Required

HP Roam requires a dual format keycard to release print jobs. Dual format keycards have two sets of numbers in the lower left, and right corners of the keycard. If your keycard doesn't have this format, the Community will issue you a new one.

Print Setup and Drivers

Go to members.wework.com, visit the Print Hub, and follow instructions to download the driver.

Drag-and-Drop

Follow instructions in the Print Hub for "drag and drop" files, or click the link to browse files on your device and drop it in. This method only accepts the following file types for printing: .ppt/x, .doc/x, .xls/x, .jpg, .png, .pdf, .txt.

Default Location

Be sure to check your default location is set properly. The Print Hub will only be displayed for buildings that support HP Roam at this time. Simply select "Edit your Profile" and choose your location.

Still Having Trouble?

Submit a support request via the app or website and we'll get it sorted.





Conference rooms

Use a room

Conference Rooms are for small group collaboration or presentations. Conference Rooms are not study areas. You can find conference room spaces inside your Columbia Global Center spaces

Safe Distancing

To promote safe distancing please follow signage at the meeting room door and on the table within the space will reiterate how to sit safely in the room

Phone booths

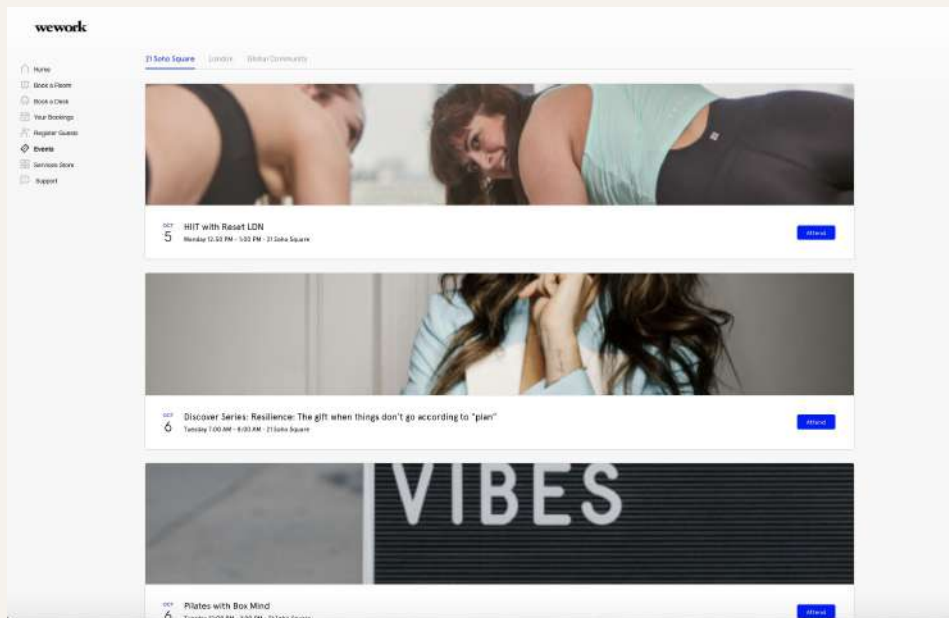
Usage & Etiquette

We request that you limit your time in the phone booths to 30 minutes to allow for everyone in the Community to take advantage of this amenity. This is for private calls or zoom meetings. Not for study space.

We are making our phone booths safer and more comfortable. Routine cleanings will take place frequently throughout the day and wipe dispensers will be placed nearby, allowing members to clean surfaces before and after use. Additionally, signage will be placed in phone booths encouraging good hygiene and “house rules.”

Virtual programming

Engage with the community virtually through the many career, health & wellness programs we provide virtually



The WeWork app

The WeWork app is an easy way to stay connected to the WeWork space & Community right from your desktop or phone, and is included in your membership.

To get started, log into members.wework.com from your computer or the WeWork app from your phone, and set up your personal profile.

Need help fast?

On mobile

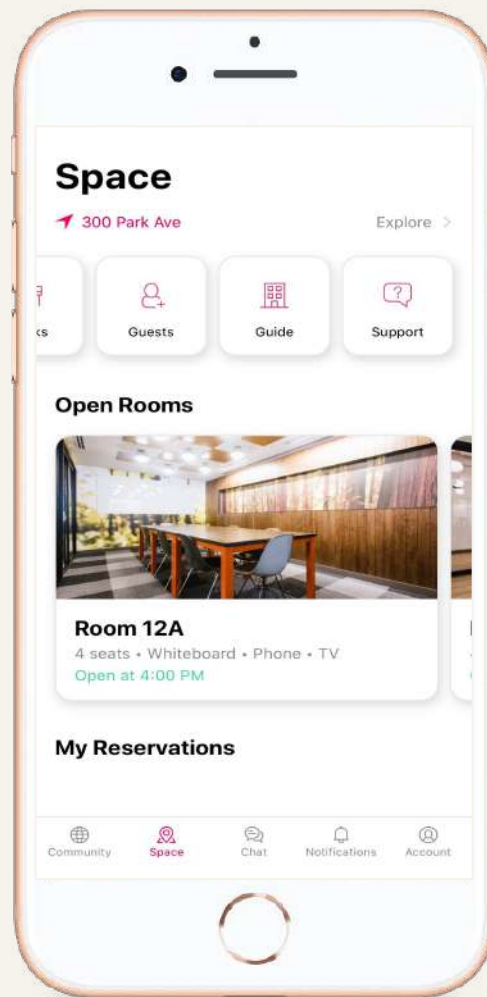
Go to the “Space” tab and scroll over to the right on the top and select “Support”

On web

Click “Contact Support” in the left-hand menu.

In addition to helping you connect with the community, the WeWork app also gives you access to:

- File support requests
- Receive important updates from your Community team
- Get important building information like WiFi, Printing, and EAPs



SECTION 04

Questions

Questions

Q&A following this presentation

On the web

Follow us at @wework

