Welcome to Harvard University IT at 784 Memorial Drive

Harvard University IT aspires to create energetic and flexible work spaces that enable us to:

**Connect** to Harvard’s mission

**Collaborate** with one another

**Create** a common culture that reflects HUIT’s values of being *User-Focused, Collaborative, Innovative, and Open*

...so that we can do our best work of making it easier for faculty, students, and staff to teach, research, learn, and work through the effective use of information technology.
Here at 784, the entire HUIT space is your work space. We encourage you to explore the variety of spaces you can choose from and discover new ways of working.

Let’s take a tour…

**Communal Spaces**

Bits & Bytes Market | Roof Deck | Pantries | Kitchens | Fitness Room | Alcoves | Booths

All communal spaces are non-bookable and available on a first-come, first-serve basis, with the exception of the Roof Deck (Cloud Deck) which may be booked for special events.

**Market and Roof Deck:**

Bits & Bytes Market. Snacks and pre-packaged foods are available at the micromarket 24/7. The market is open to anyone with a Harvard ID.

Rooms with a view. The welcoming and inviting atmospheres of the Cloud Deck and Bits & Bytes Market are perfect for enjoying lunch, working and meeting.

**Pantries/Kitchens:**

Please use the pantries and kitchens to store your personal lunch and snacks.

Use it or lose it. Please remove any food from the refrigerators on Fridays; otherwise, it will be discarded by building staff.

Keep it clean. It is everyone’s responsibility to keep kitchen and pantry spaces tidy and clean. Remove your dishes from the sink, and wipe up spills on countertops and in the microwave.

**Fitness Room:**

Get your cardio on. At HUIT, health and wellness are important to us. Before your first visit to the fitness room, reach out to HUIT Administration for access at huit_adminops@harvard.edu. There are also a limited number of lockers available upon request.
Individual Work Spaces

**Personalize professionally.** Feel free to personalize your assigned individual work space within its existing footprint.

**Keep it safe.** Remember to store all confidential documents when away from your desk.

**News travels fast — and so does your voice.** Be considerate of your neighbors when on a call/virtual meeting, or when working and socializing with others at your desk. Use headphones or duck into a privacy room when needed.

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**Bookable Meeting and Collaboration Spaces**

**11 Conference Rooms** (5+ employees)
**36 Huddle Rooms** (2–5 employees)

**Book it to a collaboration space.** Use the 784 room booking system (Robin) to book a room that fits your needs. You can search and filter by size, amenities and availability. Room schedules are updated automatically and displayed digitally outside each collaboration space.

**Mind your meetings.** “Right-size” your meeting and book a room that is appropriate for the number of people attending.

Please remember to cancel meetings in the system when no longer needed. End on time and reset the room after use, including erasing all marker boards.

**Need to focus or meet with a co-worker?** Book a Huddle Room for quiet focus time or to have a private conversation.

**Plan an event.** The Summit Room on the 4th floor is great for holding various events such as hackathons, educational presentations, and demo days — just to name a few. To book this space for an event, contact HUIT Administration at **huit_adminops@harvard.edu**.

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**Non-bookable Privacy Spaces**

**Privacy Rooms** can accommodate 1 employee.

**Need to make a private or confidential call?** Use a Privacy Room. You can think of these rooms as your own personal phone booth. You don’t need to reserve them, but please don’t camp out there all day.
Transportation

**Parking:**

**Staff parking.** Parking is managed by Harvard Transportation & Parking. Get information and apply for a parking space by visiting their website, transportation.harvard.edu/parking, or calling 617-496-7827.

**Visitor and daily parking permits.** Daily passes can be purchased through Harvard Campus Services online at onedaypermit.vpcs.harvard.edu.

**Bike Storage:**

**Uncovered bike storage.** Uncovered storage is available at 784 by the entrance located off of Pleasant St.

**Covered bike storage.** Covered storage is available in the garage at 780 Memorial Drive. In order to gain access, please contact HUIT Administration at huit_adminops@harvard.edu.

**Shuttles to and from 784 Memorial Drive:**
Continuous loop shuttles are available Monday- Friday to Harvard staff. Visit the HUIT Intranet for the most up-to-date schedules at intranet.huit.harvard.edu/784. Shuttles stop outside main entrance at 784.

**Central Square Shuttle.** Pick-up/drop-off at “Central Square” MBTA train station and 784 Memorial Drive

**Harvard Square Shuttle.** Pick-up/drop-off at Widener Gate on Mass Ave. and 784 Memorial Drive

**Important Resources**

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<td>784 information and announcements</td>
<td>intranet.huit.harvard.edu/784</td>
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<tr>
<td>All HUIT conference rooms/Outlook names</td>
<td>intranet.huit.harvard.edu/staff-tools/conference-rooms</td>
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<tr>
<td>Robin support/Install Robin for Outlook</td>
<td>support.robinpowered.com (org name: HUIT)</td>
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<td>784 shuttle schedules</td>
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<tr>
<td>Harvard Transportation and Parking</td>
<td>617-496-7827</td>
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<tr>
<td>Harvard University Police</td>
<td>617-495-1212</td>
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<tr>
<td>784 building questions/issues</td>
<td><a href="mailto:huit_adminops@harvard.edu">huit_adminops@harvard.edu</a></td>
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We hope you enjoyed the tour of your new space!