

LUDGATE HUB

INFORMATION PACK



Welcome to Ludgate

Our pack contains all the information you need to know about how our hub operates, our members programme and the wider community in West Cork.

Please don't hesitate to contact any member of our team if we have missed anything. We would be delighted to help.

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Our Vision & Mission

Our Vision

To be a world leader in rural regeneration through digital transformation.



Our Mission

Our Mission is to create sustainable employment to support a vibrant, inclusive and sustainable community, by building capacity and capability, facilitating innovation, learning and collaboration and to be embedded as a crucial asset to the local and wider community.

To lead the way in regional regeneration in Ireland and continue to be the shining light of successful rural hub creation. We strive to make Skibbereen, West Cork and the wider south west region a hotspot for startups, education and multinationals to locate and prosper at a global level.

Ludgate Our History

Percy Ludgate



Percy Ludgate, born 1883 was Skibbereen's computer pioneer. 'Ludgate' the name given to our community initiative pays tribute to Percy Ludgate's heritage and the location of our original Hub is located on Townshend Street just 100 metres from where Percy Ludgate was born.

Ludgate was highly respected nationally & internationally and invited throughout Ireland and the United Kingdom to lecture Universities and societies on the creation of early mathematical computing devices.

Ludgate completed the designs of an early mathematical mechanical device which was capable of multiplying 20 digital numbers in under 10 seconds. If completed the computing device would have been capable of solving algebraic and geometric equations. Ludgate never completed his pioneering computer, as in 1922 he died of pneumonia at the age of 39.

However, Percy Ludgate's legacy lives on, and his efforts toward modern day computing are recognised and remembered. 101 years ago, Percy Ludgate realised that technological development in computing would occur and have a profound impact on the future of society.

Our Story so far...

One Saturday afternoon in September 2014 as part of West Cork's food festival 'A Taste of West Cork' the idea of creating a state-of-the-art digital hub in Skibbereen West Cork was born. Within two months the first committee meeting had taken place, attended by eight influential businesspeople and community focused individuals with a passion for West Cork. All were and still are keen to see the area thrive in a sustainable manner.

Local businessman John Field kindly donated the building which was to become the Ludgate Hub. In keeping with the theme of sustainability, in its previous lives the building had both been a cinema (1941- 1980) and then bakery (1941 – 1980). Within six months, the first sod had been turned and work began on transforming to the magnificent facility which it is today.



The Opening Launch of Ludgate in July 2016.



Construction on Field's Bakery, Townshend St. Skibbereen.

Snapshot Of

Our Growing Community

Ludgate continues to leverage technology to create sustainable employment to support a vibrant, inclusive and a sustainable community. We are constantly striving to lead the way in regional innovation in Ireland by being the role model of a successful rural hub and movement in line with our strategy to make Skibbereen, West Cork and the wider south west of Ireland a hotspot for rural regeneration and long term sustainable local employment. Below is a 'snapshot' of Ludgate's imprint so far...

57

Full time
members

146

Jobs
Created

3100

Hot Desks
Booked

€4m

Generated for the
local economy

xsellco



TRAVELMASTER
THE EVENT TRAVEL SPECIALIST



teamwork.com

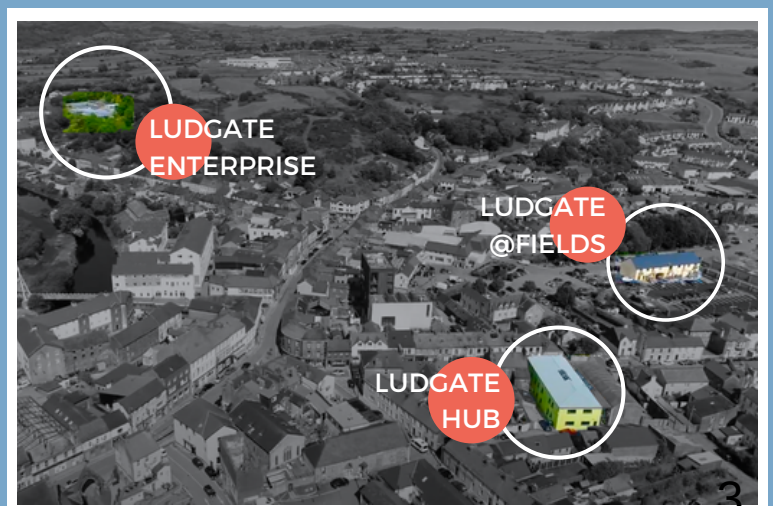


Our Next Phase

The Future...

Our Ludgate community continues to grow, thrive, and prosper in line with our ambitious goals in facilitating job creation and rural regeneration.

We have recently launched our Private office spaces Ludgate @Fields (ludgate.ie/ludgate-at-fields/) and plans are well underway for our next larger development our Ludgate Enterprise Centre, please contact any member of our team to find out more and how we may be able to collaborate.



Meet The Ludgate Team



Grainne O'Keeffe

CEO

grainne.okeeffe@ludgate.ie



Elma Connolly

Hub/Talent Manager

elma@ludgate.ie



Gavin Jeffery

Business Development Manager

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Kieran Collins

Education Innovation
Manager

kieran@ludgate.ie



Fiona Ryan

Start Up & Entrepreneurship
Manager

fiona@ludgate.ie

Welcome to our Community!

CONTACT INFORMATION

Please do not hesitate to contact us if you require anything at all – Big or Small we would be delighted to help.

Phone: 087 - 190 4174

Email: info@ludgate.ie

ACCESS

- If it is your first visit to our hub please contact Elma and she will show you where to go and all you need to know.
- If you are a hot desker please ensure you return your key fob access at the end of your working day.
- If you are last to leave the building, please turn off the lights and ensure the main doors to the open office space are shut (thank you).
- We have wheelchair and disability access & also full use of an elevator if needed.

SAFETY

During our current COVID-19 pandemic please ensure you are wearing your face mask and cleaning your workspace with relevant sanitisers supplied (thank you).

Please call a member of our team, 999 or 112 in the case of emergencies.

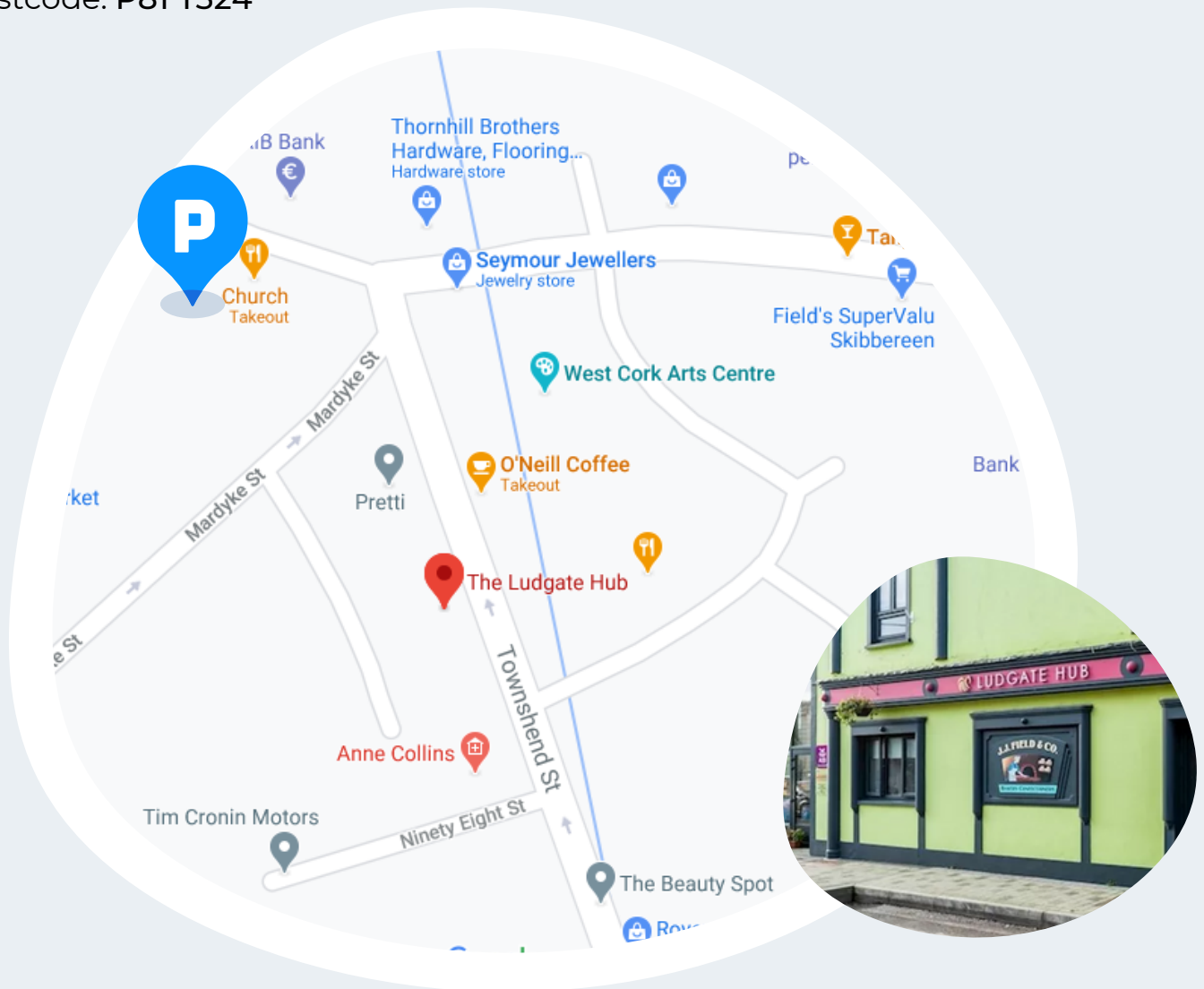
Your safety is a priority to us, please bring to our attention anything that we may need to know.

CONCIERGE SERVICE

We offer a 'soft landing' service to help you get settled in. If you are new to the area or returning home 'our team here in Ludgate would be delighted to help you with anything you need big or small to get settled in.

WHERE TO FIND OUR HUB

The Old Bakery, Townshend St, Skibbereen, Co. Cork,
Postcode: P81 T324



PARKING

There is a 2-hour limit for on street parking in Skibbereen. There is all day free parking in 'the mart yard' located just off bridge street (behind The Church Restaurant).

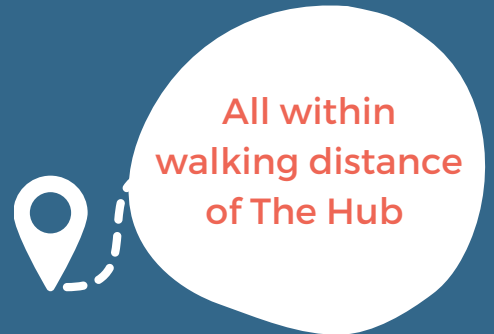
NO DISCRIMINATION POLICY

We here in Ludgate do not tolerate any discrimination to any other members or members of staff. Please treat everyone with respect. If a problem arises please report to a member of the team. You can trust us to be discreet to resolve any matter amicably.

Where to lunch or Grab Coffee

O'Neill Coffee

Great For: Coffee & tea, cake, pastries, buns & scones.



Field's SuperValu Coffee Shop

Great For: Lunch - Sandwiches, rolls, hot meals, soup, buns, pastries, coffee & tea.

The Coffee Shop at Uillinn

Great For: Lunch - Sandwiches, soup, coffee & tea.

Kalbos

Great For: Lunch - Sandwiches, hot meals, soup, buns, pastries, coffee & tea.

The Church Restaurant

Great For: Lunch - Sandwiches, soup, hot meals, full meals.

An Chistin Beag

Great For: Lunch - Sandwiches, soup, hot meals, full meals.

The West Cork Hotel

Great For: Lunch - Sandwiches, soup, hot meals, full meals.

The Riverside Cafe & Restaurant

Great For: Lunch - Sandwiches, soup, cakes, pastries, buns & scones.

Apple Bettys Cafe

Great For: Coffee & tea, cake, pastries, buns & scones.

Antiquity Bookshop - Vegan Deli

Great For: Vegan treats.

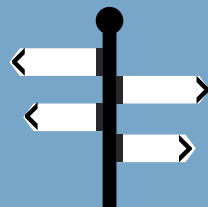
The Eldon Hotel

Great For: Lunch - Sandwiches, hot meals, full meals.



Nearby Places

We Love To Visit



West Cork is filled with friendly villages, walking trails and breath-taking ocean views. Here are some we love close by...



Baltimore

15 minute drive



Glandore

17 minute drive



Ballydehob

17 minute drive



Schull

26 minute drive



Castletownshend

9 minute drive



Lough Hyne

10 minute drive

Our Place

We have many different options for you to work, meet and collaborate here with us in Ludgate.

We can accommodate whichever work environment you require.

We Offer...

- Co working spaces.
- Hotdesking
- Private office rooms
- Meeting rooms
- Virtual conferencing facilities
- Company office spaces
- Student Study Space



Our Place

What We Offer

Our Co Working space

We offer a fantastic co working space. While working here please be conscious of other members. Phone calls and video calls are permitted in the open plan office, headsets must be worn and people should be conscious of others around them when on a call, If the call is of a private nature please book a meeting room. Our co working space is a fantastic, awarding winning option to collaborate and network with other hotdeskers and members who are using our facilities.



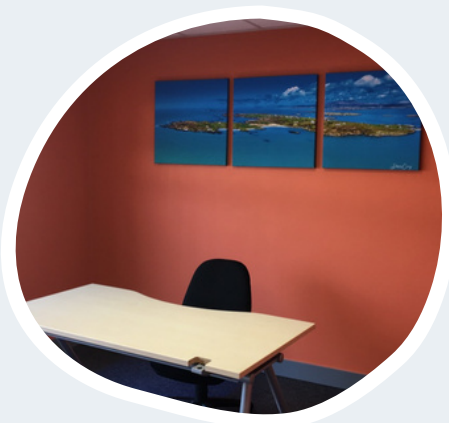
Hot Desking

We offer a whole lot here in Ludgate, workstation for your laptop and storage, Multiple PowerPoints and other IT devices, free internet cable, Free 1GB rapid WIFI, Full access to kitchen & common areas, printing services, meeting room access (pre booking required) Daily, weekly, monthly great rates available. Great community environment.



Private Office Space - Ludgate @Fields

Due to high demand, we have launched our private office space. Our Ludgate @Fields proposition offers fully serviced spacious, bright, modern private office spaces. Each private office offers a safe, secure, and private space for you to work comfortably. All our private offices have WIFI access, secure IP address if needed, 24/7 access for long term membership if required, excellent facilities. We offer 1- & 2- person offices depending upon your requirements. These offices can be booked on a daily, weekly, monthly, half yearly or yearly basis. Check out our virtual tour on www.ludgate.ie.



Ludgate's Meeting Rooms

We have 5 super meeting rooms that you can use.

(subject to availability - pre booking is essential 2 hr max

Please check with Elma if needed for a longer period)

The Penthouse

The Penthouse is our largest meeting room here in Ludgate. It can accommodate 8 people comfortably and is equipped with 2 large video conferencing screens and state of art CISCO WebEx conferencing facilities. Beautifully finished, modern spacious and bright space. Our penthouse room is extremely popular and can be rented on a daily, half daily, weekly, or monthly basis depending on individual's needs. All our rooms are equipped with all IT related supports.



The O'Driscoll Suite

The O'Driscoll suite meeting room is another of our larger meeting rooms here in Ludgate. It can accommodate up to 6 people comfortably and is also equipped with 2 video conferencing screens. This room is bright, spacious, and modern and has a green screen background which can be used when presenting. This space can also be rented on a daily, half daily, weekly, or monthly basis.





The Google Hangout

The Google hangout is another of our large meeting rooms located on the ground floor of the Ludgate Hub. It can accommodate up to 6 people comfortably. This room is also bright, spacious, and modern. This space can also be rented on a daily, half daily, weekly, or monthly basis.



The Creative Zone

The Creative Zone is a transparent glass room located in the main office space of our Hub. It is suitable for a maximum of 3 people and is ideal for extra privacy for important virtual calls or private phone calls. Our Creative Zone meeting room is another of our extremely popular spaces. (booking essential)



The Projection Room

The projection room is a small private meeting room for a maximum of 2 people. It is a 'funky' space that is ideal for important private phone or virtual calls. This room is fitted with a white board for brainstorming ideas and has an adjustable standing table if you want to take your meetings standing up!

LUDGATE'S MEMBERS PROGRAMME





Welcome to Our Community

We offer a lot for you as Members of Ludgate. Come join our growing community.

Networking

Social Club

Mentoring

Learning



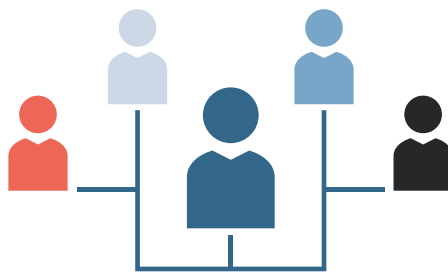
Membership

Our Members Programme



Networking at Ludgate

Networking and collaboration. We here in Ludgate are passionate about continuing to grow our vibrant community. There are many great opportunities to collaborate and meet with other members to share ideas, make connections, and collaborate. Feel free to reach out to us to support.



Mentoring

Mentoring. We offer access to outstanding mentors in their respective fields. We have many active mentoring partnerships in place and feedback from mentors and mentees alike is fantastic. Please feel free to reach out to any member of our team, we would be delighted to share with you our mentor panel to arrange the best fit for you, wherever you are on your career journey.



Our Members Programme



Lunch and Learn

Exactly as the name states. We run members only sessions and general open sessions on a regular basis. Offers you the opportunity to showcase what you do, listen, and learn from what others do and to learn about a topic or area that may be new to all. We believe it is a fantastic way to gain an understanding of who does what and how to connect. No pressure up to you when and if you attend.



Virtual & Face To Face Events

We run regular virtual events which continue to be a huge success. Everything from health, finances, agricultural, leadership, education to name but a few, with a line-up of excellent topics and outstanding content presenters.



LUDGATE PRESENTS

Our Members Programme



Ludgate Blog & Newsletter

The team here in Ludgate post regular blogs on all our social channels and are delighted to share your posts and support you as a valued member. We encourage you and all our members to contribute also to our new newsletter which is communicated bimonthly.



Our Feel-Good Fridays & Social Club

Whether you like running, walking, swimming, reading, or socialising we can provide it all. Also, not to forget our Friday mid-morning 'cake & coffee' get together. We have many different options just for you.



Our Membership

Exclusive access to all our facilities.

As a valued member of our community, you have priority:

- Free meeting room accessibility included in membership fee.
- Free access to all our state of art virtual conferencing facilities
- Full 24/ 7 access to our HUB
- Personalised private key FOB access
- Full access to printing facilities - There is a charge for printing (price list at the printer)
- 1GB Wi-Fi access
- Private office Space if required.
- Plus, all the benefits listed already.

Check out our website for all pricing and current offerings.

Please also ask a member of the team and we will tailor an option to best satisfy what you need.

Our Board

Our board are made up of national and international leaders in their respective fields. They are highly active in the Ludgate movement and are always on hand to support any way they can. Feel free to talk to a member of the team if you would like to arrange an interaction with any of our board members as they would be delighted to give guidance if need be. Check out our website for more background on each board member at www.ludgate.ie/board-members/.

Our current board members are...



John Field

Managing Director of JJ Field & Co



Oliver Farrell

Chairman & co-founder of Vilicom Engineering Limited



Sean O'Driscoll

Businessman



Anne O'Leary

CEO, Vodafone Ireland



Adam Walsh

General Manager at JJ Field & Co



Anne Phillips

Associate General Counsel for HSBC



Our Board



Ronan Harris

Vice President & MD UK & Ireland at Google



Dee Forbes

Director General of RTÉ



Brian McCarthy

Executive Chairman at FEXCO



Professor John O'Halloran

Deputy President and Registrar at University College Cork.



Rosaleen Blair CBE

Founder & CEO of Alexander Mann Solutions



John O'Doherty

Head of AIB County Cork



Kevin Buckley

CEO and Co-Founder of Spearline



Our Partners

We are grateful for all the fantastic support we receive from our partners.

If you would like to be part of our growing community as a partner, please contact info@ludgate.ie or call 087- 1904174. Thank You.



When Using The Hub

Ludgate Hub Best Practices

Please note the following guidelines and best practices when using the Hub. These are in the interest of all our Hub users to have a productive and enjoyable experience with us.

Access

Full time members receive a FOB to allow 24/7 access to the building. Short term users of the hub receive a fob for the day of their stay once they have been met by a member of staff.

In the interests of safety and security we would ask you please not to give access to non-members as the Ludgate staff need to be the 1st point of contact. Please have them call the intercom system at the main door.

The intercom system is located at the front door, with a camera. Please press the intercom and it will be answered by a member of staff, who will then give access to the building. Full time members can still use their individual fobs for access

Post and Deliveries

All full time members can use the Ludgate address as their Business Address. We have a post box on the outside of the building. This box is checked daily during normal BAU (business as usual).

Courier Services

Ludgate is happy to accept deliveries for members during BAU, all deliveries will be placed on your desk/in your office. If you do not wish Ludgate to handle this please note the following:

- Inform us by email that you do not wish us to take delivery
- Ensure that your telephone number is on the packages
- You are available to take a collection of the packages.
- If Ludgate is contacted by the courier services and you are not available and we have been instructed by you not to do so, we will not take responsibility for the delivery.

Kitchen

We have a shared kitchen available for all users of Ludgate. During normal BAU we are delighted to provide Tea/Coffee and milk. The area under the microwave is for Free food, sharing is caring especially when it comes to chocolate and cake!

Please note that as this is a shared kitchen everyone is responsible for cleaning up after themselves, this includes washing/drying and the storing of your dishes.

Open plan office

We know you are here to work and we want you to have a productive day. To avoid disruptions we recommend the following best practices:

1. Whilst you are on a phone/video call at your desk be thoughtful of those around you. We ask you to always use headsets and be mindful of the level of your voice.
2. If your call is of a confidential/animated manner feel free to book one of the meeting rooms.
3. Desk chats - again be mindful of others and take the chat to the communal areas/offices if it gets animated.

We will play music at a low volume to help absorb other background noise. Feel free to make suggestions as to what we play!

The Hub is a co-shared space rather than a library but we want to be respectful of everyone in their day to day work. Thank you for contributing to the wellbeing and productive nature of the environment.

If you have suggestions/feedback for co-shared space etiquette please feel free to bring them to the Hub Manager.

Printing

- We have a printer at Ludgate, there is an extra charge for using this, please see price list at printer.
- To use the printer you must have a memory stick (PDF printing not available) Please ensure to eject the USB correctly when finished.
- Alternatively if the subject is not confidential you can email a team member and they will print for you (deleting email after printing)
- Direct access is not available

Meeting Rooms

- Full time members have free access to all meeting rooms. Rooms can be booked via the Teamup App that has been shared.
- We ask that you limit your room booking to 2 hours please to allow for access to all members. If you need a longer session please check with a member of Staff who will try and accommodate you. During quieter times such requests are easier to accommodate and conversely, during busier times this is more challenging.
- Day visitors if you require a meeting room, there is an extra charge during peak times please contact Hub manager to reserve a room.
- If you have a room booked please note the following
 - If your times change please let us know and we can edit the booking
 - A meeting room will be held for 20 minutes, after which the room will be released if needed by another member during peak times.
 - Please ensure to wipe down the room after use, using the equipment supplied.

In House Comms

To keep up to date with all the news/gossip

- All members are added to the Ludgate Member mailing list for internal updates.
- There is a WhatsApps Group if you would like to be added please contact Elma.
- Slack: we have Ludgate slack available for all members.
- Newsletter: all members are added to the bi monthly newsletter please confirm by email if you do not wish to receive.

Covid -19

We ask that everyone who uses the Hub, wears a facemask when:

- Entering and leaving the building
- When moving around the interior building including but not limited to the open plan office
- Use hand sanitizer when entering and leaving a room.
- If someone is feeling unwell or has been in close contact with a confirmed Covid case to notify a member of staff.
- Wipe down their work area at the end of each day.