



Allen–Davidson–Coleman XR Makerspace

Handbook

H. Milton Stewart School of Industrial and Systems Engineering
Georgia Institute of Technology

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Purpose: This handbook defines governance, safety expectations, and operational procedures for the XR Makerspace, supporting education, research, and approved outreach activities.

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Contents

I Identity, Governance, and Authority	1
1 Name and Affiliation	1
2 Purpose and Mission	1
3 Scope of Activities	1
4 Governance and Oversight	1
4.1 Faculty and Staff Oversight	1
4.2 Operational Leadership	2
5 Membership, Roles, and Access	2
6 Authority, Discipline, and Appeals	2
6.1 Authority	2
6.2 Disciplinary Actions	2
6.3 Documentation and Appeals	3
7 Amendments	3
8 Superseding Policy	3
II Safety, Access, and Conduct	4
9 Golden Rules	4
9.1 Safety is the Number One Priority	4
9.2 Remain Compliant to Rules	4
9.3 No Commercial or Recreational Use	5
9.4 No Open Food or Drink	5
9.5 No Drugs and Alcohol	5
9.6 Clean Up	5
10 Emergency Procedures	5
10.1 General	6
10.2 Injury and Medical Incidents	6
10.3 Fire Procedures	6
10.4 Tornado Procedures	6
III Operations, Procedures, and Training	7

11 XR Captain and XR Crew Responsibilities	7
11.1 Safety	7
11.2 Knowledge of Equipment and Systems	7
11.3 Instruction of Users	8
11.4 Time Contribution	8
12 Staffing Procedures	8
12.1 Staffing Model	8
12.2 What To Do While On Duty	8
12.3 What Not to Do While On Duty	9
12.4 Authority During Operations	9
12.5 After-Hours Responsibilities	9
12.6 Abandoned Materials	9
12.7 Shared User Management System	9
12.8 Checklist-Based Training and Certification	9
IV Programs, Engagement, and Growth	10
13 Getting More Involved	10
13.1 Leadership and Program Support	10
13.2 Mentorship and Skill Development	10
13.3 Tours and Demonstrations	10
13.4 Workshops	10
13.5 Recognition and Contributions	10
14 Necessary Forms	11
15 Attendance	11
16 Communication Channels	11
17 Key Figures	11

Part I

Identity, Governance, and Authority

1 Name and Affiliation

This organization shall be known as the **Allen–Davidson–Coleman XR Makerspace**, hereafter referred to as the **XR Makerspace**. The XR Makerspace operates within the H. Milton Stewart School of Industrial and Systems Engineering (ISyE) at the Georgia Institute of Technology. The XR Makerspace is not a Registered Student Organization (RSO) and does not function as an independent legal entity. It is an instructional, research, and innovation space administered under ISyE with student-led operations.

2 Purpose and Mission

The Allen–Davidson–Coleman XR Makerspace at the H. Milton Stewart School of Industrial and Systems Engineering empowers students and faculty across Georgia Tech to explore, design, and innovate with immersive technologies by providing open access to cutting-edge XR equipment, high-performance computing, motion capture, 3D scanning, and fabrication tools. Our mission is to foster hands-on learning, interdisciplinary collaboration, and human-centered systems engineering research by supporting independent experimentation, course projects, and faculty-driven initiatives that advance how XR technologies enhance engineering practice, education, and real-world problem solving. The **mission** of the XR Makerspace is to:

- Enable experiential learning and research using XR technologies
- Support faculty research, capstone projects, and graduate studies
- Provide equitable access to advanced XR tools and expertise
- Cultivate a community of peer learning, experimentation, and innovation

3 Scope of Activities

The XR Makerspace supports activities including, but not limited to:

- Instructional use in undergraduate and graduate courses
- Faculty-led and student-led research projects
- Capstone, senior design, and independent study projects
- Outreach, demonstrations, and academic showcases
- Development and testing of XR systems, simulations, and prototypes

Commercial use of XR Makerspace is **prohibited** unless explicitly approved in writing by ISyE leadership.

4 Governance and Oversight

The XR Makerspace operates as a student-run space with light faculty and staff supervision. Governance authority is distributed across faculty, staff, and designated student leadership roles to ensure safe, effective, and sustainable operation.

4.1 Faculty and Staff Oversight

Institutional oversight of the XR Makerspace is provided by:

- A designated **Faculty Advisor** appointed by ISyE
- A **Research Engineer** or professional technical staff member

These roles are responsible for:

- Ensuring compliance with Institute, College, and School policies
- Providing safety oversight and risk management guidance
- Supporting long-term planning and infrastructure continuity

Faculty and staff do not manage daily operations except in cases of safety, policy violations, or emergencies.

4.2 Operational Leadership

Day-to-day operations of the XR Makerspace are led by 1–2 funded Graduate Teaching Assistants serving as **XR room**. The XR Captain is responsible for:

- Daily operations and staffing
- Scheduling and access control
- Safety enforcement and incident response
- Training, certification, and documentation
- Coordination of education, research, and outreach activities

The XR Captain serves as the primary liaison between student staff, Research Engineer, and Faculty Advisor.

5 Membership, Roles, and Access

Access to the XR Makerspace is tiered based on training, responsibility, and role. Use of the XR Makerspace is a privilege, not a right, and is contingent upon continued compliance with all policies and procedures outlined in this Handbook. The XR Makerspace recognizes the following **roles**:

- XR Captain (Graduate Teaching Assistant)
- XR Crew (Student Staff)
- User

Each role is associated with specific privileges, authority, training requirements, and access levels defined elsewhere in this Handbook. Assignment to, continued service in, or removal from any role is subject to maintaining good standing and meeting role expectations as determined under the governance structure.

6 Authority, Discipline, and Appeals

XR Captain and authorized XR Crew have the authority to enforce safety and conduct rules, pause or terminate XR activities, and remove users from the space when necessary to protect individuals, equipment, data integrity, or the continued operation of the XR Makerspace.

6.1 Authority

Operational authority within the XR Makerspace is delegated as follows:

- **XR Captain** has final authority over day-to-day operations, staffing, access decisions, safety enforcement, and incident response.
- **XR Crew** may enforce safety and conduct expectations during assigned duties and must escalate incidents or violations to the XR Captain. XR Crew may exercise delegated authority to enforce safety rules, stop unsafe activities, and restrict equipment use when the XR Captain is not immediately available, subject to documentation and follow-up review.

6.2 Disciplinary Actions

Violations of XR Makerspace policies may result in one or more of the following actions:

- Verbal or written warning
- Temporary suspension of access privileges
- Permanent revocation of access
- Removal from XR Makerspace staff roles

6.3 Documentation and Appeals

All disciplinary actions are documented by the XR Captain and reviewed in consultation with the Faculty Advisor and Research Engineer when appropriate. Individuals subject to disciplinary action may submit a written appeal to the XR Captain. Appeals involving removal from staff roles or long-term revocation of access will be reviewed jointly by the Research Engineer and Faculty Advisor. Institute or School policies may impose additional reporting or review requirements in certain circumstances.

7 Amendments

Amendments to this Handbook may be proposed by the XR Captain to the Research Engineer, Faculty Advisor, or ISyE leadership. All amendments must be documented and approved by ISyE prior to adoption. Amendments take effect upon approval unless otherwise specified.

8 Superseding Policy

This Handbook and all XR Makerspace policies operate in accordance with Georgia Tech, College of Engineering, and ISyE policies. In the event of a conflict, Institute policies take precedence. The sections that follow establish the operational policies, procedures, training requirements, and day-to-day practices by which the XR Makerspace is governed and operated under the authority defined in Part I of this Handbook.

Part II

Safety, Access, and Conduct

9 Golden Rules

The Golden Rules define the foundational expectations for behavior, safety, and professional conduct within the XR Makerspace. **These rules apply to all users, staff, guests, and visitors**, regardless of role, experience level, or purpose of use. Use of the XR Makerspace and its equipment carries inherent physical, technical, and institutional risk, and compliance with the Golden Rules is mandatory at all times. Failure to follow the Golden Rules may result in immediate suspension of access, removal from the space, or further disciplinary action as outlined elsewhere in this Handbook. XR Makerspace staff are empowered and expected to enforce these rules consistently in order to protect users, equipment, data integrity, and the continued operation of the XR Makerspace.

9.1 Safety is the Number One Priority

The primary responsibility of XR Captain is to keep the XR Makerspace running in a safe manner at all times. XR Captain's supervision is required at **ALL times** whenever users are present in the XR Makerspace. If the XR Captain on duty leaves the room for any reason and no XR Crew member is present, all users must also leave the space, and the door must be closed and locked. This requirement applies during regular operating hours and after hours. General users are only permitted in the XR Makerspace after hours under the direct supervision of a fully authorized XR Captain. **XR equipment introduces unique safety risks**, including reduced situational awareness, loss of balance, motion sickness, cable entanglement, and physical fatigue. XR Captain must actively monitor users wearing head-mounted displays, using motion capture systems, operating driving or flight simulators, or using VR treadmills or other locomotion platforms. Users must never be left unattended while immersed in XR experiences.

9.2 Remain Compliant to Rules

Every new user must sign the **XR Makerspace User Agreement**. This is completed the first time a user logs into the XR Makerspace access or scheduling system. XR Captain must ensure that users have completed all required training before granting access to any XR system. XR Captain must remain vigilant for unsafe behavior, including but not limited to:

- Tripping hazards caused by cables, unsafe physical movement while immersed,
- improper headset fit, use of XR equipment while visibly fatigued or unwell,
- misuse of motion capture markers or sensors, or unsafe interaction with nearby equipment such as 3D printers, simulators, treadmills, etc.

XR Captain should never attempt to supervise or instruct use of equipment outside their training. XR Captain is expected to be assertive in correcting unsafe behavior. XR Captain must hold users accountable, including fellow XR Crew. If someone is acting unsafely, politely but firmly explain what they are doing incorrectly and how to correct it. **XR Captain has the authority to stop an activity, pause an XR experience, or ask a user to leave the space if the user refuses to follow safety instructions.** XR Captain may request a user's Buzzcard to verify identity and document incidents. If necessary, reach out to ISyE staff for assistance. Allowing a non-compliant user to remain in the XR Makerspace represents a serious safety risk to individuals and to the organization. All equipment in the XR Makerspace is assigned a safety category in accordance with Georgia Tech Environmental Health and Safety tool categorization standards (<https://safety.me.gatech.edu/tool-categories/>).

9.3 No Commercial or Recreational Use

The XR Makerspace is an academic facility intended for education, research, and approved outreach activities. Use of XR Makerspace equipment for personal recreation, entertainment, or unapproved gaming is **not permitted**. Headsets, simulators, VR treadmills, motion capture systems, and other XR equipment may not be used for playing commercial or recreational games except as part of explicitly approved extracurricular activities, demonstrations, or outreach events authorized in advance by the Faculty Advisor or XR Captain. As a state-funded institution, XR Makerspace equipment and computing resources are government property. Any physical artifacts (such as 3D prints), digital assets, simulations, recordings, or datasets created using XR Makerspace resources may not be sold, licensed, or used for commercial purposes without explicit written approval from ISyE leadership. XR Captain and XR Crew may not accept payment to create physical or digital artifacts using XR Makerspace resources that will later be sold or monetized. It is the responsibility of the individual conducting the work to ensure that outputs are not used for unauthorized commercial purposes. Instances of **prohibited fabrication and content** include:

- Physical or digital items that are, or closely resemble, real weapons. Discernibly fake props may be permitted for approved educational or outreach purposes, but XR Captain should err on the side of caution.
- Any physical or digital content that depicts or represents genitalia or any items intended for sexual or intimate use.

If it is unclear whether a project or artifact is permissible, XR Captain must consult the Faculty Advisor or Director of Safety before proceeding.

9.4 No Open Food or Drink

Food must be kept in closed containers and may not be consumed inside the XR Makerspace. Drinks may be consumed only if they are in fully sealed containers. Food and drink must be kept away from XR equipment, computers, headsets, and tracking systems at all times.

9.5 No Drugs and Alcohol

The XR Makerspace abides by the Institute's Campus Alcohol Policy (<https://policylibrary.gatech.edu/campus-use-facilities/campus-alcohol-policy>) and the Student Organization Alcohol and Other Drug Policy (<https://policylibrary.gatech.edu/student-life/studentstudent-organization-alcohol-and-other-drug-policy>). No drugs or alcohol may be consumed in the XR Makerspace, and users may not operate XR equipment while under the influence of drugs or alcohol. Nothing in this Handbook overrides Institute policies.

9.6 Clean Up

XR Captain, XR Crew, and all users are responsible for cleaning up after themselves. The XR Makerspace must be left clean, organized, and safe for the next users, guests, and staff. Failure to clean up may result in loss of access privileges or further disciplinary action. If XR Captain is present in a room without users, they are expected to clean the space themselves. **XR Captain should strive to leave the XR Makerspace cleaner and safer than they found it.**

10 Emergency Procedures

This section outlines the required response to emergencies within the XR Makerspace. Emergencies may include medical incidents, fires, equipment-related hazards, or severe weather. Due to the immersive nature of XR technologies and the presence of specialized equipment, rapid and decisive action is critical. The XR Captain is responsible for coordinating emergency response within the XR Makerspace and for ensuring that all incidents are properly reported. In the absence of the XR Captain, any XR Crew member present must take immediate action to protect users and contact emergency services.

10.1 General

In the event of any emergency, remain calm and prioritize the safety of all users.

- **Georgia Tech Police Department (GTPD):** (404) 894-2500
- **Environmental Health & Safety (EHS):** (404) 216-5237 (emergency line)
- **EHS:** (404) 894-6224 (non-emergency)

For all emergencies, immediately contact GTPD. **Do not call 911**, as calls will be redirected to GTPD and may delay response. When speaking with emergency personnel, clearly state the nature of the emergency (medical, fire, chemical, etc.) and provide the location: **ISyE Main Building, Room 128**. If someone is injured, remain with them until emergency responders arrive unless doing so places you or others at risk. After any major incident, including medical, chemical, or safety-related events, the XR Captain must contact the Director of Facilities (jonathan.etress@isye.gatech.edu) and ensure that an incident report is submitted using the appropriate reporting form.

10.2 Injury and Medical Incidents

Minor injuries are those requiring no more than basic first aid and may be handled on-site. Major injuries require medical attention beyond basic first aid; in such cases, immediately contact GTPD and the Director of Safety. Motion sickness is a known risk in XR environments. If a user experiences nausea, dizziness, or disorientation, immediately remove the headset, have the user sit or lie down, and monitor them until they feel stable. The user must not resume XR activities until cleared by the XR Captain.

First Aid: The nearest first aid kit is located at ISyE Main first floor. XR Captain or designated staff may use any necessary supplies to provide basic first aid. After use, record the injured person's name and the supplies used on the log inside the kit so that it can be restocked. If an injury involves bleeding, all bodily fluids must be treated as hazardous materials. Evacuate the immediate area if necessary. Individuals may clean their own blood only if it is safe to do so. Otherwise, contact EHS at (404) 894-6224 for proper cleanup and disposal. Any discovery of blood or other hazardous materials in or around the XR Makerspace must be reported to the Director of Safety once all users are safe.

10.3 Fire Procedures

If the fire alarm sounds, stop all work immediately (except for 3D printers, which may continue if safe to do so), exit the building promptly, and proceed to the designated assembly area or parking lot. If there is a visible fire and the alarm has not yet activated, use the nearest fire extinguisher only if you are trained to do so and the fire is small and contained. As soon as the alarm activates, evacuate immediately. In the case of a live electrical fire, do **not** use a fire extinguisher unless it is specifically rated for electrical fires.

10.4 Tornado Procedures

In the event of a tornado warning or severe weather alert, stop all workstations immediately (except for 3D printers if safe to do so). Evacuate the XR Makerspace and proceed to the designated shelter or basement location: **[Shelter/Basement Location Placeholder]**.

Part III

Operations, Procedures, and Training

11 XR Captain and XR Crew Responsibilities

This section defines the responsibilities of the XR Captain and XR Crew in ensuring the safe, effective, and professional operation of the XR Makerspace. These responsibilities apply whenever staff are on duty and support the XR Makerspace's education, research, and outreach missions.

11.1 Safety

The XR Captain is responsible for ensuring the safety of themselves, all XR Crew members, and all users and guests within the XR Makerspace. XR Crew members share responsibility for safety while on duty and operate under the supervision and direction of the XR Captain.

- The XR Captain and XR Crew must be familiar with all XR Makerspace safety rules, emergency procedures, and equipment-specific safety requirements.
- The XR Captain and XR Crew must be able to enforce safety rules consistently, including when interacting with faculty, staff, administrators, visitors, or other XR Crew members. Enforcement may include reminding users of applicable rules, pausing or stopping unsafe activities, asking users to leave the space if they do not comply, and reporting incidents to leadership when necessary.
- While on duty, the XR Captain and XR Crew must actively monitor all users in the space. This includes observing users wearing head-mounted displays, using motion capture systems, operating driving simulators, VR treadmills, or other equipment, and intervening promptly to stop unsafe actions that could result in injury or equipment damage. **Intervention may require raising one's voice, physically approaching the user, or stopping an experience immediately.**
- The XR Captain and XR Crew must also maintain their own safety. All safety rules must be followed both on and off duty when using XR Makerspace equipment. When intervening to stop unsafe behavior, staff must not place themselves at risk of injury in the process.

11.2 Knowledge of Equipment and Systems

- The XR Captain must maintain firm and comprehensive knowledge of the XR Makerspace systems listed on their manufacturer documentation. XR Crew members are expected to be knowledgeable about the systems they are certified to support.
- Comprehensive knowledge includes understanding safe operation, normal startup and shutdown procedures, and basic troubleshooting for XR systems such as workstation computers, XR headsets, motion capture systems, 3D scanners, driving simulators, VR treadmills, and 3D printers.
- The XR Captain and XR Crew are not required to know how to operate or support advanced systems for which they have not been trained or certified.
 - Staff members may not assist users with equipment or systems for which they are not trained.
 - The XR Captain or XR Crew may request additional training from the Research Engineer or other authorized trainers as needed.
- If the XR Captain or an XR Crew member does not staff the XR Makerspace for two consecutive semesters or longer, they must complete refresher training for all relevant systems at the start of the next semester they return to duty.
- If the XR Captain or an XR Crew member does not staff for three consecutive semesters, they must complete the full Provisional Checklist again before being permitted to staff independently.

11.3 Instruction of Users

- The XR Captain and XR Crew are expected to instruct users sufficiently so that users can safely and successfully operate XR Makerspace systems on their own. This expectation does not apply in cases of unexpected equipment or system failure.
- Staff are expected to be approachable, professional, and able to communicate clearly with users of varying levels of technical experience.
- The XR Captain and XR Crew should **actively look for users who may need assistance and offer help proactively** rather than waiting to be asked.
- Staff should be knowledgeable about the XR Makerspace, its purpose, its policies, and its culture, and be able to answer general questions from users, visitors, and the public.

11.4 Time Contribution

- The XR Captain is expected to contribute **at least 20 hours per week** during periods when the XR Makerspace is open to users, unless otherwise specified by the Faculty Advisor.
- The XR Crew is expected to contribute **at least three hours per week** during periods when the XR Makerspace is open to users, unless otherwise specified by the XR Captain or Research Engineer.
- All staff must attend required refresher trainings at the beginning of each semester, unless explicitly exempted.
- All XR Crew members are expected to attend recurring XR makerspace meetings (biweekly or monthly), led by XR Captain and Research Engineer.
- Failure to meet time contribution or participation expectations may result in disciplinary action as outlined elsewhere in this Handbook.

12 Staffing Procedures

This section defines the staffing structure of the XR Makerspace and the responsibilities of staff while on duty. Adherence to these procedures is essential to maintaining a safe, effective, and professional XR environment.

12.1 Staffing Model

The XR Makerspace operates under a tiered staffing model to ensure safe, consistent, and effective operation:

- **Research Engineer:** Provides professional oversight of XR infrastructure, computing systems, and specialized equipment.
- **XR Captain:** Oversees day-to-day operations, staffing, scheduling, and safety enforcement.
- **XR Crew:** Undergraduate student staff who support daily operations, user assistance, and supervision under the direction of the XR Captain.

12.2 What To Do While On Duty

While on duty, the XR Captain and XR Crew are expected to remain attentive, engaged, and proactive in supporting users and maintaining a safe environment.

- **Maintain situational awareness:** Staff should be aware of all users in the space at all times and ensure XR systems are being used safely, particularly when users are immersed in headsets, simulators, motion capture environments, or VR locomotion systems.
- **Provide project and XR support:** While prioritizing safety, staff should be available to advise users on XR workflows, system setup, and best practices, and help users learn to operate XR equipment correctly and independently.
- **Support training and onboarding:** Staff may assist with training prospective or provisional XR staff as assigned by the XR Captain.
- **Maintain the space:** Staff are responsible for keeping the XR Makerspace clean, organized, and ready for use, including cable management, equipment storage, and general housekeeping.

12.3 What Not to Do While On Duty

While on duty, XR Captain and XR Crew members may not engage in personal activities such as doing homework, reading unrelated material, or using personal devices in ways that distract from supervision and user support. Staff serve as guides and instructors rather than operators completing work on behalf of users. XR Captain and XR Crew should focus on training, advising, and ensuring safe use of equipment, and should only directly perform actions for a user when necessary to prevent unsafe conditions or equipment damage.

12.4 Authority During Operations

The XR Captain and XR Crew have the authority to verify user identity, pause or stop XR activities, and restrict access to equipment if unsafe conditions or policy violations are observed. Any XR activity may be halted until staff confirm that it can be performed safely and in compliance with this Handbook.

12.5 After-Hours Responsibilities

After-hours access to the XR Makerspace carries the same expectations for safety, supervision, and professionalism as normal operating hours. XR Captain and XR Crew members with after-hours access are responsible for ensuring that all guests are actively supervised at all times. If a user appears to be unsupervised, staff should ask who is responsible for supervising them. If no authorized supervisor is present, the user must be asked to leave and an incident report submitted.

12.6 Abandoned Materials

Any materials or project items left unattended in the XR Makerspace may be considered abandoned and subject to removal. Personal belongings such as laptops, backpacks, or notebooks should be taken to the designated lost and found location.

12.7 Shared User Management System

The Shared User Management System (SUMS) is used to track usage of the XR Makerspace and its equipment and to support safety monitoring and funding justification. Use of SUMS is mandatory for both staff and users during all operating hours, including after-hours access. Users must sign in and out of SUMS when using SUMS-managed equipment. Reservations and usage requests are made by scanning QR codes posted in the XR Makerspace and selecting an available time slot.

12.8 Checklist-Based Training and Certification

- **Help Documents:** Standardized help documents are referenced during training to ensure consistency across instructors.
- **Wait Period:** If a trainee fails a checklist evaluation, they must wait at least 24 hours before re-attempting the assessment.
- **Safety Failures:** Failure to correctly answer any safety-critical question during a checklist evaluation results in an immediate failure of the assessment.

Part IV

Programs, Engagement, and Growth

13 Getting More Involved

This part of the Handbook describes optional programs, engagement opportunities, and pathways for growth within the XR Makerspace. These activities allow XR Captain and XR Crew to deepen their skills, contribute to outreach and training, and support the long-term development of the XR Makerspace beyond core staffing responsibilities. In addition to core staffing responsibilities, the XR Makerspace offers opportunities for XR Captain and XR Crew to contribute through outreach, training, and skill-building activities that support the broader mission of the space.

13.1 Leadership and Program Support

The XR Makerspace is supported by student leadership under the direction of the XR Captain and Research Engineer. These roles are responsible for coordinating programming activities, supporting workshops and events, assisting with policy development, and helping maintain continuity across semesters. Participation in program support activities is optional but encouraged for XR Crew members seeking additional experience and responsibility.

13.2 Mentorship and Skill Development

XR Crew members are expected to develop baseline proficiency with core XR systems. Opportunities for deeper specialization are available through mentorship, peer-to-peer training, and hands-on project work under the guidance of the XR Captain or Research Engineer. XR Crew members interested in developing expertise in a particular XR system or workflow are encouraged to express interest and seek mentorship from experienced staff.

13.3 Tours and Demonstrations

The XR Makerspace is frequently toured by industry partners, prospective students, classes, and advisory board members. XR Captain is responsible for contributing to these events as instructed by the Faculty Advisor and Research Engineer. XR Crew may volunteer to assist with tours and demonstrations, subject to approval by the XR Captain. Tours and demonstrations should reflect the academic and research mission of the XR Makerspace and must follow all safety and usage policies.

13.4 Workshops

Workshops may be offered by XR Captain or XR Crew to teach XR-related skills, demonstrate workflows, or guide participants through structured projects. Workshops typically occur outside regular operating hours and may focus on introductory or advanced topics. Individuals interested in leading a workshop should coordinate with the XR Captain and Research Engineer to ensure alignment with space capabilities, safety requirements, and scheduling.

13.5 Recognition and Contributions

The XR Makerspace may recognize XR Crew for contributions that go beyond normal staffing responsibilities, such as leading workshops, supporting outreach activities, or developing new training materials. Details regarding recognition mechanisms and contribution tracking are documented separately and may evolve over time.

14 Necessary Forms

This section contains links to required forms related to XR Makerspace access, training, incident reporting, and participation in programs. Forms are maintained separately to ensure they remain current.

15 Attendance

XR Crew are expected to comply with attendance and scheduling policies defined in the Attendance Policy Document, which is maintained separately and accessible through Microsoft Teams.

16 Communication Channels

- **Microsoft Teams:** The primary communication platform for XR Makerspace staff. XR Crew are expected to monitor the General and Announcements channels regularly.
- **Social Media:** [Instagram Handle Placeholder], [Other Links Placeholder].

17 Key Figures

The XR Makerspace operates under the guidance of faculty, staff, and student leadership. A **current list** of role holders is maintained on the XR Makerspace website.