

South Bank Works Welcome Document

Welcome to the South Bank Works Programme. Here you will find the most relevant information to easily start your path.

Any question or help, you can write and contact Monica Maurici, the Startup Manager, at monica.maurici@lsbu.ac.uk.

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Create your Careers Hub account

Having an account in Careers Hub helps you register for events and book 1-2-1 appointments (online and face-to-face) with the Startup Manager or Experts-in-Residence.

Please bookmark the Careers Hub page:

<https://careershub.lsbu.ac.uk/students/login>

Before creating an account, check if you already have an account in this platform using your LSBU credentials.

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If you don't have an account, you can create one by following these steps:

1. Access to Careers Hub:
<https://careershub.lsbu.ac.uk/students/login?ReturnUrl=%2f>
2. Click on “New User?”
3. Click on the button “Graduate”
4. You need to fill the form and click the button “register”
5. Send an email to the Startup Manager after finishing this process, so we can review your submission in Careers Hub. We will approve it as soon as possible.

Book appointments with Startup Manager and Entrepreneurs-in-Residence

To book an appointment:

1. Log into Careers Hub platform: <https://careershub.lsbu.ac.uk/students/login>
2. Click Appointments from the top navigation bar.
3. Choose an appointment topic/theme. Startup support appointments may be located under “Everything Else” if you do not see a specific appointment type yet.
4. Select the appointment type based on what you would like to discuss or what appointments are available. You may also filter by Consultants: Monica Maurici.
5. Select an appointment based on what date/times are available in the calendar and allocated to South Bank Works and/or Monica Maurici, Startup Manager.
 - **IMPORTANT:** Appointments can be online or face-to-face. If you have both options in the appointment, you must choose one option. If your appointment is online, you will get a Microsoft Teams meeting link in the confirmation email.
6. After successfully booking an appointment, you will get a confirmation email of the booking.

Type of appointments:

- **For appointments with the Startup Manager**, check the Startup Manager calendar or filter by appointment topic “*Appointment with South Bank Works: Open to Incubator Only*”

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- **For appointments with an Entrepreneur-in-Residence**, check in the calendar the name of the expert you want to meet or filter by appointment topic “*Appointment with (name of the expert): Open to Incubator Only*”

Join South Bank Works WhatsApp group

You will receive email updates and news every week from the Startup Manager. You will get reminders about preparing the next sessions via email.

Information is also shared via a WhatsApp group. It can be a faster channel to communicate and offer you the opportunity to share updates and questions with the rest of the cohort.

Join the WhatsApp group via the following link: <https://bit.ly/workswatsapp25>

Fill out the form about entrepreneurship

Please help us get to know you better as an entrepreneur and offer the right support in the South Bank Works Incubator Programme.

Complete this mandatory form before starting the programme in October:
<https://forms.office.com/e/Yw3JDxp5Ys>

South Bank Works requirements

Sign the South Bank Works charter

The South Bank Works charter outlines the promises pledged by you, the LSBU team, and the community. It explains how this community of founders and freelancers will be supported and how we will respect each other. We will all sign this agreement to show our joint acceptance of these terms and establish the way we will work together.

This document must be signed by every entrepreneur when they join the programme for the first time.

Ask the Startup Manager for this document to be signed.

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Commit to the South Bank Works Programme

Being part of the Incubator programme is an incredible and unique experience. We are very happy to have you on board, but we want to make sure you progress and make the most of it.

So here is a quick reminder of the commitment we are expecting from you during the programme:

- **Validate Sprint (October to December):** You will complete all Validate deliverables and attend at least 2 satisfactory progress meetings with the Startup Manager within the Sprint timeframe in order to progress onto the Build Sprint.
- **Build Sprint (January to September):** You will attend at least 2 satisfactory progress meetings with the Startup Manager every three months to create and review the milestones. You can only participate in the final Demo Day if you have completed all deliverables in the Build sprint.

Deliverables – what to do & when

- **What:** Each masterclass includes a deliverable (a short document answering questions linked to that session).
- **When you can submit:** You may submit each deliverable the same week as the class or in the following weeks.
- **Mandatory checkpoint is 15 November 2025:** Submit all deliverables for masterclasses held up to that date.
- **Final deadline is 22 December 2025:** All deliverables must be submitted by this date.
- **How to submit:** Email the completed documents to the Startup Manager at monica.maurici@lsbu.ac.uk.
- **Drop-in support:** After each masterclass, the Startup Manager or Entrepreneur-in-Residence will be at the coworking space from **12:00 pm to 2:00 pm (UK time)** to answer any questions about the deliverables or your business.

Tip: try to complete each deliverable soon after the masterclass so you don't build up work for the checkpoint or final deadline. **Don't forget! You must complete all the deliverables to take part in the Build Sprint.**

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Dates to remember

| Validate Sprint | |
|---|-------------------------|
| First Masterclass | 13/10/2025 |
| 2nd meeting to check progress (and feedback about the Meet the Founders' event)* | 17/11/2025 - 28/11/2025 |
| 1st deadline for deliverables | 15/11/2025 |
| End of Sprint and internal Demo Day | 15/12/2025 |
| 2nd deadline for deliverables | 22/12/2025 |
| Confirmation that you will be able to access the Build Sprint | 09/01/2026 |
| Build Sprint | |
| First Masterclass | 19/01/2026 |
| 1st meeting to define milestones | 19/01/2026 - 31/01/2026 |
| End of Sprint and Demo Day | 23/03/2026 |
| Demo Day review | 30/03/2026 |
| 2nd meeting and review of milestones | 15/04/2026 - 30/04/2026 |

* First meeting with Startup Manager (02/09/2025 - 26/09/2025)

South Bank Works cohort page

Bookmark the unique webpage: <https://bit.ly/works-cohort>

The South Bank Works Cohort Page is the designated place where you can download, check, and view documents and recordings for each session in the programme.

You will also find the deliverables associated to the different masterclasses and other general docs related to the programme or the coworking space.

South Bank Works schedule

Find information about dates and time of masterclasses, workshops, appointments, events, etc. scheduled in the current Sprint on the South Bank Works cohort page.



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<https://bit.ly/works-cohort>

Zoom link to join online sessions

You can attend all the sessions in the programme in person at the South Bank Works Coworking Space, Clarence Centre. We also offer the opportunity to join many sessions online via Zoom.

<https://us06web.zoom.us/j/89704243405?pwd=syGNKVMBAt1lckimoNC6jEbTkILZwb.1>

Meeting ID: 897 0424 3405

Passcode: 94XShA

How to join the South Bank Works coworking space

If you want to enjoy the South Bank Works coworking space, you must send an email to the Startup Manager at monica.maurici@lsbu.ac.uk The Startup Manager will provide the necessary information and details to gain access to the room.