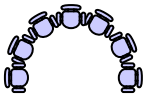




ROOM AND DIMENSIONS (LENGTH X WIDTH X HEIGHT)	NATURAL LIGHTING	BLACKOUT	AUDIO VISUAL	AIR CON	WI FI	LECTURE THEATRE LAYOUT	BOARDROOM LAYOUT	SEMINAR LAYOUT	CLASSROOM LAYOUT	HORSESHOE LAYOUT
LECTURE THEATRE (12.6 x 10.8 x 6.9M)	YES	YES	YES	YES	THROUGHOUT BUILDING	120	-	-	-	-
COUNCIL ROOM (8.8 x 7.2 x 3.7M)	YES	YES	YES	-		-	16	30	-	-

ROOM AND DIMENSIONS (LENGTH X WIDTH X HEIGHT)	NATURAL LIGHTING	BLACKOUTS	AUDIO VISUAL	AIR CON	WI FI	CAPACITY
DINING ROOM (7.3 x 6.1 x 3.9M)	YES	-	-	-	THROUGHOUT BUILDING	DINING AREA, SEATS 32
GALLERY (13.0 x 4.9 x 3.9M)	YES	-	-	-		DINING / DISPLAY AREA, SEATS 28
ORTHOPAEDIC LIBRARY (8.6 x 5.8 x 3M)	YES	-	-	-		DINING / DISPLAY AREA, SEATS 30
OAK STUDY (6.5 x 7.2 x 3.9M)	YES	-	-	-		DINING / DISPLAY AREA, SEATS 30
BAR (7.5 x 2.8 x 3.9M)	YES	-	-	-		10

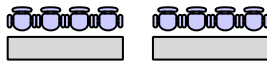
Please state clearly on booking form the required arrangement of seating and furniture e.g. seminar setting, boardroom setting:



Horseshoe



Board Room



Classroom



Seminar

AUDIO VISUAL :

It is advisable, if speakers are unfamiliar with the equipment to have them check out the equipment in advance, or at least email their presentations in advance, so they can be preloaded on to the system to ensure a seamless presentation.

Due to the wide range of hardware and software, we cannot guarantee compatibility, and speakers are advised to have presentations on an alternative format (eg. memory stick).

It is strongly recommended that arrangements be made with us to have an audio visual technician in attendance. Lecture Theatre events and Videoconference sessions will always be attended by an AV technician.

CAR PARKING :

There is a small car park at the rear of the LMI, for persons attending a meeting. However, other meetings may be taking place and the car park is on a 'first come first served' basis. Arrangements can often be made for additional parking in the Metropolitan Cathedral's underground car park which is opposite the LMI. This is at an extra charge per car and organisers must book this in advance.

PROGRAMME :

It would be very much appreciated if you would forward a copy of your meeting programme to the LMI conference office to help with the running of your event.