

Cancellations

If your meeting is cancelled or you are unable to use the room for any reason, please ensure you cancel your booking by using the online form or contacting the Room Booking Service direct.

Audiovisual support

Most meeting rooms have a data projector installed. For additional audiovisual requirements or assistance please contact the Media Studio on extension 2349 (external 01223 216349). Please also report any AV equipment faults.

Catering

Catering for your meeting can be arranged through either Langley Larder: food@langley-larder.co.uk (01763 838918) or WRVS: 01223 244749 (extension 2477). Remember that food and drink are not allowed in the William Harvey Lecture Theatre, Lecture Theatre 2, Seminar room E7, or inside the Alice Fisher Lecture Theatre. In all other rooms food is allowed provided you leave the room clean and tidy and ensure the disposal of all waste.

Room Bookings contacts

Online

www.media-studio.co.uk/roombookings.htm
Connect intranet: Clinical Portal, under Non-Clinical Applications (left of screen)

Tel 01223 216467

Internal extension 2467 (Clinical School 700 2467)

email roombk@medschl.cam.ac.uk

Contact or visit Media Studio at:

Media Studio
Box 151, Level 1
Addenbrooke's Hospital
Hills Road
Cambridge
CB2 0QQ

Tel 01223 216349

Internal extension 2349

email enquiries@media-studio.co.uk

Factsheet

Room bookings

For teaching and meeting rooms in CUHFT and the Clinical School



Teaching and meeting rooms at Cambridge University Hospitals and Cambridge University Clinical School are scheduled by the Media Studio's Room Bookings Service. This factsheet guides you through the essentials of reserving a room, or changing a booking.

www.media-studio.co.uk/roombookings.htm

media studio

photography • design & print • room bookings • audio visual

There are approximately 30 shared meeting and teaching spaces on the Addenbrooke's site that can be booked through the Room Booking Service.

Online booking form

The quickest and easiest way to make, amend or cancel a booking is to use the online booking forms on *Connect* or the Media Studio website.

Connect: From the *Connect* Portal, under **Non-Clinical Applications** at the left of the screen, click **Room Bookings** to go direct to the **Room Bookings** page. Complete and submit an online booking form.

Media Studio website: If you don't have access to *Connect*, go to www.media-studio.co.uk/roombookings.htm and submit a booking form from there.

The Room Booking Service is managed by Wendy Webb and Christine Kernot as a job share position. Wendy and Christine can be reached by telephone on 01223 216467 (internal extension **2467**), where there is also an answer phone for your message at any time of the day or night. Your message will be answered promptly. You can also contact the Room Booking service by email at roombk@medschl.cam.ac.uk.

When making a booking, please give us the following details:

About you:

- Your name
- Your department and Box Number
- Your phone/ extension number or a bleep number
- Your email address

About the meeting:

- The meeting title
- Number of people attending
- Time, duration and date of meeting
- AV facilities required
- Preferred room

We will send you a confirmation of your booking by email or internal post.

Room space is always at a premium as approximately 20,000 bookings are made each year plus an additional 3,000 or so changes/amendments. Bookings are always made on a 'first come, first served' basis and only on rare occasions are people asked to swap around.

Rooms available

Details of audiovisual facilities in each room can be found on *Connect* and on our external website.

| HOSPITAL | CAPACITY |
|---------------------------------|----------|
| Alice Fisher Lecture Theatre | 110 |
| ATC Seminar Room 3 | 30 |
| ATC Seminar Room 4 | 14 |
| ATC Seminar Room 5 | 14 |
| ATC Seminar Room 6A | 30 |
| ATC Seminar Room 6B | 40 |
| Committee Room 1 | 15 |
| Committee Room 2 | 12 |
| Seminar Room E7 | 25 |
| Seminar Room F/G 5 | 25 |
| Seminar Room F/G 6 | 25 |
| Seminar Room J3 | 25 |
| Rosie Seminar Room 4 | 20 |
| Rosie Seminar Room 5 | 15 |
| Video Conferencing Rooms | |
| Rosie Seminar Room 6 | 30 |
| Out Patients Seminar Room | 30 |
| CLINICAL SCHOOL | CAPACITY |
| William Harvey Lecture Theatre | 350 |
| Lecture Theatre 2 | 110 |
| Seminar Room 2 | 70 |
| Seminar Room 3 | 60 |
| Seminar Room 4 | 12 |
| Seminar Room 5 | 70 |
| Seminar Room 6 | 36 |
| Seminar Room 7 | 36 |
| Seminar Room 8 | 36 |
| Seminar Room 10 | 15 |