

## 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 Bookings Service direct.

## Audiovisual support

For audiovisual queries or support please contact the Media Studio on ext **2349** (external 01223 216349). Please also report any AV equipment faults on this number.

## Catering

Details of some catering suppliers can be found on our website. 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](http://www.media-studio.co.uk/roombookings.htm)  
or *Connect* intranet: Clinical Portal >  
Non-Clinical Applications > Room Bookings

**Tel** 01223 216467  
**Internal ext** 2467 (Clinical School 700 2467)  
**email** [roombk@medschl.cam.ac.uk](mailto:roombk@medschl.cam.ac.uk)

### Contact or visit Media Studio at:

Media Studio, Box 151  
Cambridge University Hospitals NHS Foundation Trust  
Cambridge Biomedical Campus, Hills Road,  
Cambridge, CB2 0QQ

**Tel** 01223 216349  
**Internal extension** 2349  
**email** [enquiries@media-studio.co.uk](mailto:enquiries@media-studio.co.uk)  
**[www.media-studio.co.uk](http://www.media-studio.co.uk)**



MS/RBK/0212 VAT No. 654910528 E&OE

# 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](http://www.media-studio.co.uk/roombookings.htm)**

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There are approximately 25 shared meeting and teaching venues on the campus that can be booked through the Room Booking Service.

### Online booking form

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

**Connect:** under **Non-Clinical Applications** click **Room Bookings**. Complete and submit an online booking form.

**Media Studio website:**

[www.media-studio.co.uk/roombookings.htm](http://www.media-studio.co.uk/roombookings.htm) and submit a booking form from there. You can also contact the Room Booking service by email at [roombk@medschl.cam.ac.uk](mailto:roombk@medschl.cam.ac.uk).

The Room Booking Service can be reached by telephone on **01223 216467** (internal ext **2467**), where there is also a 24 hour answer phone.

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

You will receive 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 and directions can be found on *Connect* and on our external website.

| HOSPITAL                       | CAPACITY |
|--------------------------------|----------|
| Alice Fisher Lecture Theatre   | 150      |
| 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 | 406      |
| 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       |