

MRC Prion Unit Second Floor Meeting Rooms: Instructions for Users

Checking availability:

Please go to www.prion.ucl.ac.uk/contact-us/meeting-room-bookings to check availability.

To book a room:

Please contact our Departmental Administrator on x 4452 or email prionuclsec@prion.ucl.ac.uk

When you book a room we need to know which department you are from, and your contact details.

Room Capacities:

Meeting Room 2.01 holds 16 boardroom style and 40 theatre style

Meeting Room 2.02 holds 12 boardroom style and 25 theatre style

Location:

The rooms are on the 2nd floor Queen Square House. Please turn left when you come of the main lift, go through the door and you will see both rooms in front of you.

Keys:

The keys for both meeting rooms are held in the admin office, 3.10 on the 3rd floor, Queen Square House.

Please come to the office before your meeting and we will ask you to sign out the key. Please then lock up the room and return the key as soon as you finish.

If your meeting starts before 8.30am you should arrange to collect the key at the end of the previous day.

If your meeting goes on after 5pm, you should leave the keys with the security staff at QSH front desk in an envelope marked 'MRC Prion Unit: for collection'.

Catering:

Food and drink are allowed in the meeting rooms, but not alcohol. Users are responsible for organising their own catering. After you have used the room please ensure you have removed all rubbish, wiped down the tables used and cleaned up any spills etc. Please do not leave anything in the room after your meeting - if plates/cups etc. are going to be collected by the catering dept. they should be left on the trolley in the kitchen.

IT/Presentations:

Both rooms have a projector, however please note users are required to bring and test their own laptops. The computer equipment in the rooms (including mouse and keyboards) belongs to the MRC Prion Unit and is not for external use. You can find instructions for connecting your laptop at <http://www.prion.ucl.ac.uk/EasysiteWeb/getresource.axd?AssetID=621&type=full&servicetype=Attachment>

Looking after the room:

If you need to move tables and chairs you are welcome to do so, but the room must be returned to its original layout before you leave, so please ensure you have allowed time for this when making your booking. If you've adjusted the heating please return it to the previous level before you leave.