

Booking and general information for external bookings

General Information

The Informatics Forum is **not** a conference centre, we only provide the Meeting Room - any other requirements would need to be arranged by the organiser of the event; therefore we are unable to offer any stationery items, secretarial/admin support or photocopying/printing facilities. We do not provide AV support but will be happy to demonstrate the AV facilities in advance of your event.

Please note that presenters will need to supply their own lap top.

For more information on the Informatics Meeting Rooms including configuration and capacity – please refer to the Meeting Rooms Website:

<http://migration.inf.ed.ac.uk/Forum/MeetingRooms>

Opening Hours

The Informatics Forum operates by standard opening hours; these are Monday to Friday from 8.30am until 6pm. Any events/meetings organised outwith these times require additional servitorial cover, to arrange this please contact Steve Downes (Steve.downes@ed.ac.uk)

Additional cleaning services may be required, to arrange this facility please contact Nicola Tait (nicola.tait@ed.ac.uk)

Please note that servitorial cover and extra cleaning services will incur a charge which can be discussed with the various Managers.

Events before 9.00am and after 5.00pm are required to complete a Risk Assessment and nominate a responsible person – please contact David Wyse, our Health and Safety Manager (david@inf.ed.ac.uk) to arrange a mutually convenient appointment.

Should out of hours services be required, then please provide us with details of where to forward on the EIT/invoice to.

AV facilities

Please indicate at the time of booking if you require use of the AV facilities, also please note we do not provide open access computers or laptops so you will need to ensure that you bring your own.

Information on the AV facilities is available at <http://www.inf.ed.ac.uk/systems/av> If you require any further information on the AV facilities please raise a query on the support form at <http://www.inf.ed.ac.uk/systems/support/nodice>

Catering Arrangements

The following details should be provided. (This is to ensure that Reception have the details to hand and can direct the caterers to the correct location – as we often have several events in the Forum being catered to on the same day) The name of the caterers, the number of attendees being catered to, the location of the catering and type of catering being provided eg: buffet lunch, teas/coffees.

NB Caterers must have permission in advance to use our professional kitchen facilities otherwise they will be refused access. They would need to provide us with their own Health and Safety Risk Assessment (if they haven't already done so) and arrange to meet David Wyse (david@inf.ed.ac.uk) to arrange a mutually convenient time to visit the Forum and familiarise themselves with the facilities in our kitchen. Caterers would need to understand that the kitchen is required to be left in the state of cleanliness that they found it in and would be responsible for all the clearing up. (We expect the Forum user to be responsible for the clearing up after their event in readiness for the next event – this would include any boxes, cartons or excess litter).

Booking Information (to be completed by external booker)

Date(s) of event/meeting _____

Numbers attending _____

Start and end times _____

Which room(s) are required _____

What type of event/meeting is it (reception, lecture, committee etc.) _____

Contact details of event/meeting organiser (name, phone number and email address)

Do you require an alternative layout (if yes, please give details)

Do you require additional support; i.e. servitors or cleaners (if yes, please give details of where to send EIT/Invoice to and arrange directly with Steve Downes and/or Nicola Tait, see above)

Have you arranged for external catering* If yes, please give the following details for our information:

Company and contact details _____

Caterer arrival and departure times _____

If access is needed to the kitchen then what time _____

Do you require event/meeting posters outside of the room (if yes, please provide details)

Do you require any of the following as additional bookable resources:

OHP

Posterboards

Lapel mics, table mics, or handheld mics (for G.07/G.07a)

Projector (for G.03)

Flipcharts

* NB If external caterers are using our kitchen areas then please be aware that they will need to do a risk assessment, they will also need to sign a form from our H&S department to return the kitchen to the original condition once they are finished.