

## Meeting Space

### Conference Centre

Available all year round, the Conference Centre boasts a modern suite of eight stylish conference rooms ranging in capacity from 10 to 250 delegates. The contemporary design of the Centre incorporates user-friendly technology, including touch-panel controls for audio-visual equipment, lighting and blinds, along with air conditioning and induction hearing loops.

The Terrace Room seats up to 220 people. The Gallery Room seats up to 250 people, but is also capable of being divided by a high quality sound-proof screen into two rooms, one seating up to 150 and another seating up to 60. There are five additional rooms suitable for break-out groups.

We offer very competitive daily delegate packages starting at £38.50 + VAT per person, per day. This includes hire of the main meeting room with integral audio-visual equipment; refreshments on arrival, mid-morning and mid-afternoon; 2-course lunch, chilled water, mints, notepaper and pens. We also provide 'Find US' instructions and free car parking permits for all those travelling by car. Our 24-hour rate for residential conferences using the Conference Centre and en-suite accommodation during the summer vacation period is £102.45 + VAT per person.

All meeting rooms are equipped with an internal phone to allow calls to the Conferences & Events team, emergency calls to Security, and other internal departments.

Our Day Delegate Package includes:

- Hire of plenary room (between 08.30-17.30)\*
- Coffee/tea on arrival
- Mid-morning coffee/tea with mini Danish pastries
- Mid-afternoon coffee/tea with finger cakes
- 2-course finger buffet lunch with fruit bowl, tea/coffee and fruit juice
- Audio-visual equipment
- Free car parking

Table/room set up to include:

- Chilled mineral water
- Delegate notepaper and pen
- Individual mints

We also offer an upgrade to a superior 2-course fork buffet, for £41.50 per person.

Half day and evening delegate rates are also available with or without lunch/supper. Laptops can also be provided at a cost of £55.

24-hour rate includes:

- En-suite bed and breakfast
- Standard day delegate rate including two-course buffet lunch
- A 3-course restaurant dinner, including hot beverages

(See Appendix B for the full tariff and terms and conditions of booking. See Appendix C for a plan for the Conference Centre and its room dimensions).

## **General Teaching Space (GTS)**

During the summer vacation period GTS is available for conferences, which consists of 17 raked lecture theatres with fixed, tiered seating. These are located in **Arts, Arundel, Chichester, Fulton, JMS, Pevensey, Richmond, Shawcross, and Silverstone** buildings and range in capacity from 48 to 350 people. Also within the various academic buildings, there are almost a hundred seminar rooms, all within a few minutes walk of one another. These range in capacity from 12 to 50 people.

The **Meeting House Chapel, Exhibition halls, PC cluster rooms** and other **unique spaces** can also be booked through Conferences & Events. Organisers wishing to use PC cluster rooms will need to advise Conferences & Events of delegate names six weeks prior to the event, in order for usernames and passwords to be set up for each delegate.

GTS is booked by the session (up to four hours), or a full day. Evening and weekend sessions are at a premium rate, to cover premises assistants' overtime. The hire charge for all meeting rooms includes all integral audio-visual equipment and computer.

Please note that, depending on other conference commitments and the location of conferences on campus, there may be a surcharge for providing a catering service at weekends, and minimum numbers may be required.

Almost all GTS rooms are equipped with an internal phone to allow calls to Conferences & Events, SussexFood Catering Services and emergency calls to the Security Office.

(Please see Appendix D for a copy of the Conferences & Events tariff).

## **Exhibitions & Sporting Events**

The SussexSport Centre and Falmer Sports Complex are available to hire for conferences and events. The Sport Centre has two large halls and a dance studio, which can be carpeted if required. They provide an ideal venue for exhibitions, sports courses, fitness forums and general events.

The Falmer Sports Complex is situated in 40 acres of playing fields and is an ideal venue in the summer for holding sports days and outdoor tournaments. It has a full size floodlit astro-turf pitch and a variety of grass areas that can be used for a number of sports; it also has a large café bar and clubroom facility

## **Audio-Visual Services**

We are able to supply or source additional or complex AV equipment provided we are given sufficient notice of these requests. Should unusually large amounts of complex equipment and specialist technical assistance be required, advance notice must be given and organisers should be aware that external companies may be used to fulfil clients' needs. Conferences & Events can advise on local companies who will provide this service or conference organisers are welcome to bring/employ their own equipment/technicians. However please note that if external providers are used they should have proof of competence so that our permanent installation is not compromised.

Speakers may want to bring their own laptops, or these can be hired from the University. If bringing your own laptop please ensure it is compatible to link to a data projector.

Conference organisers should note that all equipment is supplied on the understanding that the conference organiser will take all reasonable care for its safe-keeping and that s/he will make good any loss of, or damage to, equipment which results from negligence or misuse by the conference organisers or participants. Laptops are particularly portable/desirable and special consideration should be given to their security.

If equipment is ordered and then cancelled within 24 hours of the event taking place, the University reserves the right to charge for said equipment as if it had been used.

### **Technicians**

At least four weeks notice is required for a technician either to be provided throughout the conference, or to demonstrate the equipment to speakers/organisers/helpers prior to the conference taking place. A technical rehearsal may be required when complicated equipment is being used, and a charge may be made for this.

For conferences running multiple parallel sessions, organisers are requested to provide Conferences & Events with a detailed call sheet for the technician on duty, showing the order of speakers and their audio-visual equipment requirements in each venue.

IT Services are normally operational from Monday to Thursday from 09:00-17:00 and on Fridays 09:00-16:45, and can be called should a conference encounter a technical problem during these hours. There is no technical cover at evenings or weekends unless a conference has specifically booked this facility.

(Please see Appendix D for the Conferences & Events Supplementary Tariff).

Charges for technicians are made by the hour, with a minimum charge of four hours for a Saturday or Sunday. Where a technician is required on a weekday evening please note that the overtime charge will run from their normal finishing time, with a minimum charge of one hour.

### **Heating**

Please note there is no heating in General Teaching Space seminar rooms and lecture theatres over the summer vacation.

### **Guidance for the Conduct of Meetings**

***(Selected excerpts from the University's official "Guide for the Arranging of Meetings in University Buildings," copies of which are available upon request)***

#### **The University's Responsibilities**

The Education (No. 2) Act 1986 places on the University a legal responsibility to maintain freedom of speech for its members, students and employees and for visiting speakers. The Council has affirmed its commitment that, so far as is reasonably practicable, any individual or body should be free to hold meetings on University premises, regardless of their beliefs, policies or objectives, always provided that the purpose of their intended use of the University's premises remains within the law; and has issued a Code of Practice to facilitate the discharge of its legal obligations. The Code of Practice sets out:

- (a) Procedures to be followed in the organisation of meetings on University premises, where there is a likelihood that the speaker may not be able to enter or leave safely and/or may not be able to deliver his or her speech (designated meetings)
- (b) The conduct required of the organisers of such meetings

- (c) The steps which the University must take to ensure compliance with the Code of Practice including, where appropriate, disciplinary measures

Senate and Council support the freedom of speech through good order at meetings, and the right to reasonable discussion. It is their wish that the University's accommodation be made widely available for meetings. At the same time, attention must be drawn to the University's responsibilities, under the Education (No. 2) Act 1986 and generally, for good order, including the safety of individuals and the protection of property.

On occasions when a meeting is 'designated' in terms of the Code of Practice or when disruption or problems of crowd control are otherwise expected, it may be necessary for the Vice-Chancellor or his Appointed Officer to impose constraints, including such requirements as admission by ticket only; the hiring of professional stewards; the appointment of an experienced and independent chair; changing the proposed timing or location of a meeting; or cash deposits to cover damage or additional insurance.

The University will consider exercising its right to refuse or withdraw permission for a meeting only in extreme circumstances, such as where the safety of a speaker or a meeting cannot be reasonably guaranteed; or where a speaker is transgressing or likely to transgress the bounds of lawful free speech or assembly. Assemblies of persons, whether or not directed to lawful purposes, cease to be lawful if they cause or seem likely to cause serious public disorder or breaches of the peace.

### **Observance of the Law**

In signing the booking form, the organiser specifically undertakes that use of the University's premises in connection with the booking will remain within the law and that, in particular, no act will be committed in contravention of the Race Relations Act 1976 or the Sex Discrimination Act 1975; and that s/he will indemnify the University against loss or damage arising from any breach of this undertaking.

### **Size of Meetings**

Under Parliamentary legislation and regulations made thereunder, the local authority is empowered to secure the physical safety (e.g. against fire or overcrowding) of all persons attending public meetings. There is also an obligation on the University to ensure security of accommodation used for such purposes. Non-observance of these legal provisions could result in prosecution.

Whilst the statutory requirements can at present only be legally enforced in the case of public meetings, the University obviously has a responsibility to ensure no less a degree of safety for its own students and staff as for members of the public.

The maximum number of persons permitted to occupy a given room for a public meeting is determined by the local authority on the advice of the Fire Brigade, after taking account of the number and width of exit routes and other factors. Where these figures have been determined, they are shown in a schedule which is available for consultation in Room Bookings Office. Organisers will be expected, when making a booking, to check on the maximum occupation figure for the room in question, which in the case of lecture theatres is normally restricted to the number of seats. In no circumstances may this maximum occupation figure be exceeded.

## **Premises Assistants**

Each building has a premises assistant who is the organiser's point of contact during their event. In the case of any large meeting, the principal organiser or his/her delegated representative should make him/herself known to the premises assistant(s) concerned before the meeting so that the premises assistant(s) know quite clearly from whom they should take their instructions.

Outside normal building opening hours premises assistants should generally be on duty for health & safety reasons. Overtime, where incurred, will be charged to the conference.

## **Stewards**

If you require stewards for your conference and are unable to provide your own, we recommend contacting the Careers and Employability Centre (CEC) based on campus, who may be able to provide student helpers: (01273) 678429

Conference organisers might like to include lunch and refreshments for stewards in their final numbers for catering.

The provision of an easily recognisable (or brightly coloured) t-shirt or sweatshirt may also assist in stewards being fully utilised.

## **Responsibility for Safety**

The principal organiser will be held responsible for safety both prior to and during the course of a meeting, e.g. for avoidance of overcrowding, fire precautions and ensuring that means of ingress and egress and passages and gangways are kept free and unobstructed.

Where additional staff are considered necessary for safety control, fire prevention or any other reason, and the conference is unable to provide such staff, the extra staff will be provided at cost to the conference.

## **Check on Numbers Entering**

To avoid overcrowding, if a meeting, in particular a public meeting is likely to be a large one, it will be necessary to arrange adequate checks on the number of persons entering the theatre or room by strict control of entry doors and/or by the issuing of tickets. While a premises assistant(s) will be on duty and may advise that the room concerned has reached its authorised maximum occupation, premises assistants will NOT be responsible for the physical closing of doors to prevent further entry. The principal organiser or his/her authorised representative must appoint stewards to carry out this duty of controlling entry.

At a private meeting an efficient check on the status of those attending must be carried out on entry and the principal organiser should ensure that there are adequate measures for refusing entry to persons not entitled to attend.

Where overcrowding occurs, and the principal organiser or his/her deputy fails to control the situation, the University Head of Security or any other authorised officer of the University may, for reasons of safety, order the closure, removal or postponement of the meeting.

### **Admission Tickets (where applicable)**

Tickets should be printed by the principal organiser and only sufficient tickets for the maximum number of persons permitted should be supplied. Tickets may be issued to individuals either in advance of the meeting or at the door. When the supply of tickets runs out, no more persons may be admitted.

### **Responsibility for Order at Meetings**

The principal organiser has a general responsibility for ensuring good order, by the provision of stewards and other appropriate means. It is in particular his/her responsibility to see that the conditions attached to a room reservation are observed. These normally include the following:

- (a) No smoking in lecture theatres or seminar rooms
- (b) No preparation or consumption of food unless special permission has been obtained
- (c) The requirement that furniture in seminar rooms, if re-arranged for a meeting, is restored to its original layout at the end of the meeting
- (d) The requirement that any theatre or room used for a meeting be left in a clean and tidy condition. (Failure to comply with this may jeopardise further meetings. Should any extra cleaning be necessary following a meeting, an invoice for the cost will normally be raised, and any further bookings will not be granted until the invoice has been paid).

### **Publicity**

The principal organiser should inform Conferences & Events of any contact with the news media arranged or likely to be occasioned by a meeting or lecture. If necessary the Press and Communications Office will also be informed.