

## Guidelines for using the Meeting Room at the LIDC, 20 Bloomsbury Square, London WC1A 2NS

LIDC will give the highest priority to inter-collegiate meetings organised by residents of the LIDC buildings, and those concerned with international development projects. Any other bookings must seek approval from the LIDC office. Please note that these guidelines apply to both internal and external users of the meeting rooms.

To hold a meeting in the LIDC meeting room, please follow the below guidelines:

- The meeting room can accommodate 15 people boardroom-style and 24 people theatre style
- Rooms are hired out to external users at the rate of £50 per hour
- Please submit completed meeting room request forms to [admin@lidc.ac.uk](mailto:admin@lidc.ac.uk)
- Five days' notice of cancellation must be given or a £90 fee will be levied
- LIDC does not organise catering for meetings held by those using its meeting rooms. There are several caterers who deliver to WC1 including [www.karmacans.co.uk](http://www.karmacans.co.uk), [www.xlntcatering.co.uk](http://www.xlntcatering.co.uk), [www.tuttis.co.uk](http://www.tuttis.co.uk), [www.owenbrotherscatering.com](http://www.owenbrotherscatering.com) or [www.berkeleycatering.co.uk](http://www.berkeleycatering.co.uk). The above caterers are suggestions, not recommendations. Users of our meeting room must make their own decision as to which to use
- Please ensure that you liaise with your caterers directly regarding catering requirements and payment. Such arrangements **must include** instructions to catering firms for the collection/disposal of catering supplies and equipment from LIDC
- The room hire fee includes the use of a laptop projector screen with power point available, flipchart stand and paper/flipchart pens and a whiteboard. These must be booked in advance
- Wifi access **must** be arranged in advance. Please provide at least one week's notice – you may need to provide email addresses for those requiring access
- Room hire does not include printing/photocopying
- Payment for room fees is by invoice – please provide your finance contact details
- Please ensure that meeting rooms are left as found:
  - Catering supplies can be left neatly between the external and internal front doors for collection.
  - Please note that uncollected supplies will incur a charge of £30 per night to both internal and external bookers
  - Rubbish must be placed in rubbish bins
- Please ensure that the doors are closed and all laptops are returned when your meeting has finished
- Users of this meeting room will be held liable for all and any damage. Please report any breakages/damages to [admin@lidc.ac.uk](mailto:admin@lidc.ac.uk)