

## Event Organiser useful information

*Please read this document if you are attending an upcoming event at our Biomedical Campus postdoc centre as the organiser/host.*

### Facilities, accessibility and how to find us:

- The entrance to the Clifford Allbutt Building (CAB) is opposite Car Park H. For more information on accessibility and finding us: <https://bit.ly/BMCAccessibility>
- The CAB is open for access 8am - 11pm, Monday to Friday and reception is staffed 9:00am - 4:00pm.
- If you need step free access, you should contact CAB reception on 01223 762299 before visiting to arrange parking/access.
- Please sign in and out at the main reception to the CAB.
- Only the event organisers/trainer will be given an access card - all other attendees should assemble at reception and be taken through to the postdoc centre as a group. In case of latecomers, you may wish to provide delegates with a contact number for the organiser/trainer to ensure they are able to access the centre.
- Toilets: The postdoc centre does not have its own toilets, but there are toilets outside the centre entrance.

### Health & safety:

- The entrance to the centre must NOT be propped open at any time.
- On arrival, please familiarise yourself with the location of the emergency exits. You must alert everyone to fire safety and evacuation procedures at the beginning of the event.
- The fire alarm test is performed weekly on Thursdays at 10:00. If the alarm sounds outside this time, all users must evacuate the premises.
- You should keep a register of attendees.
- Several designated first aiders are available on the Biomedical Campus site during usual office hours (Monday – Friday, 09:00–17:00). Please see the list displayed in each room.

### Risk Assessment:

- Please ensure you have read our [Risk Assessment](#) for the use of the event spaces. If your event presents any additional risks, please download this form, add your comments and send your version to [contact.pda@admin.cam.ac.uk](mailto:contact.pda@admin.cam.ac.uk) so we can review the additional risks.

### **Centre usage:**

- The host of the event must make themselves known to CAB reception on arrival. For out of hours arrangements, please see end of this document.
- The registered user or event organiser must always be present on the premises during the event.
- The Newman Library and the hot-desking space are two areas within the same shared space. Event organisers should consider booking the Seminar Room if sensitive information will be discussed.
- All users must vacate the premises by the time confirmed on the online booking form.
- If your event will include the provision and/or consumption of alcohol, please review our alcohol policy here: <https://bit.ly/AlclPolicy>.
- There is a water dispenser in the CAB reception area.

### **User responsibilities:**

- The organiser is responsible for the damage, breakage or loss to any equipment, furniture, fixtures and fittings. Should anything be broken please notify us at [contact.pda@admin.cam.ac.uk](mailto:contact.pda@admin.cam.ac.uk).
- Organisers/presenters must bring their own laptop.
- Make sure that all rubbish is disposed of in the correct bins.
- After the event has finished, the organiser must ensure that the meeting rooms are clean, tidy and with furniture laid out in a usable configuration.
- The organiser is responsible for always keeping their access card/university card on their person.
- Close all windows, doors and turn off the lights when leaving the centre.
- Make sure all your belongings are taken.
- The University, including the Postdoc Academy, takes no responsibility for loss, theft or damage to any personal belongings whilst on these premises.

### **External catering (if applicable):**

- You should use a caterer from the list of the [University's preferred suppliers](#).
- Please clear any equipment from the space and tidy away any leftover food and crockery at the end of the event.
- It is the responsibility of the organiser to arrange any equipment collection with external caterers.

**User agreement:**

- By reading this document you are confirming you understand and agree to the contents of this form and acknowledge that the Postdoc Academy may revoke my access in the event of misuse of the centre.
- Event organiser(s) must abide by the [University's Code of Practice on Meetings & Public Gatherings](#).
- You must notify the Postdoc Academy of any accidents or incidents that occur during the booking, or any concerns you have ahead of your booking by emailing: [contact.pda@admin.cam.ac.uk](mailto:contact.pda@admin.cam.ac.uk).

**Please only read this section if your booking takes place out of hours:**

- You will need to sign the orange out-of-hours register that can be found at reception, to comply with fire regulations. Please ask attendees to do the same.
- The first aid kit stored is at the entrance to the centre. Please call 999 in the event of an emergency.
- We cannot guarantee the room will be set up as per your requirements, so we advise you to allow additional time before your event starts.

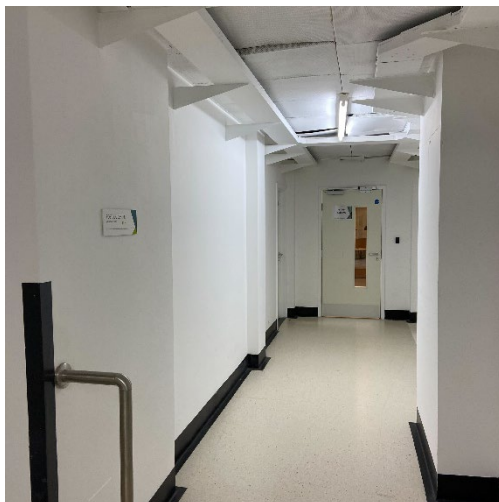
## Centre layout & equipment:



Entrance: The CAB is open for access 8am - 11pm, Monday to Friday and reception is staffed 9:00am - 4:00pm.



Turn left from the CAB entrance and go through the door at the end of the corridor. You will need to have your access card activated for this door.



Turn left again to find the door that leads to the centre. You will need to have your access card activated for this door.



Through the wooden door are the meeting spaces, and at the end is the hot-desking area and the Newman Library.



Newman Library - Event Space (Max. capacity 30): Projector and screen, Flipchart, Wireless internet access



Seminar Room - Event space (Max. capacity 14 in boardroom style, 20 lecture style): Projector and screen, Flipchart, Wireless