

Event Organiser useful information

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

Facilities, accessibility and how to find us:

- For information on accessibility and finding us: <https://bit.ly/EddAccessibility>
- Our rooms at Eddington are all flat access and wheelchair friendly, with a hearing loop available in Sanders Hall.
- [See here](#) for further information on the facilities at Eddington, including AV and hybrid options.

Health & Safety:

- In the event of a fire alarm, the organiser should ensure all attendees evacuate through the nearest fire exit and go to the assembly point in front of Sainsbury's on the Market Square.
- There is signage around the centre to inform when fire alarm testing will take place. Building occupants will be notified before the test is carried out.
- We recommend you keep a register of attendees.
- Emergency exits should not be blocked with anything.
- Some Postdoc Academy staff members are trained as first-aiders, however hybrid working means it is not always guaranteed that someone will be on site - in the event of an emergency call 999.
- The first aid kit is located by the toilet entrances.

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 so we can review the additional risks.

Centre usage:

- Wherever possible, we will set the room up for you in advance. Any changes to the layout during the event are the responsibility of the event organiser.
- It is the responsibility of organisers/presenters to bring their own laptop for presenting. We can provide wireless clickers.
- Water dispensers are available in Sanders Hall and the Multi-Function Space.
- The kitchen can be used by event organisers if needed.
- We have holders for A3 signs on the outside of both buildings if you wish to provide your own signage, but we also provide basic directional signage.

- If your event will include the provision and/or consumption of alcohol, please review our [alcohol policy](#).

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.
- Please organise any equipment collection with external caterers and let us know if it will be collected the next day.

User responsibilities:

- Switch off the projector and microphones if used.
- Ensure that you leave the kitchen and toilets tidy and clean.
- Close all windows and doors.
- Switch off the room lights (the corridor, reception and kitchen are automatic).

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 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.

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

- We will reach out to you to confirm out of hours card access for event organiser(s).
- There is a buzzer at the main entrance door for attendees to alert organisers of their arrival – please do not prop this door open.
- There may be postdocs using the quiet booth space during your booking and this is authorised by the Postdoc Academy.
- We cannot guarantee the room will be setup as per your requirements, so we advise you allow additional time for this before your event starts.