

Event organiser useful information

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

Facilities, accessibility and how to find us:

- For information on accessibility and finding the building: <https://bit.ly/MLAccessibility>
- [See here](#) for further information on the facilities at Mill Lane.
- The building is open and accessible during working hours. If your event is outside of working hours, your University Card will be programmed for your event(s). University cards are programmed by Mill Lane Facilities team which might take up to 5 working days.
- There is no step free access. There is a short flight of steps leading down to the basement where the postdoc centre is located, but unfortunately no elevator or stair-lift is available.
- No parking is available on site. For wayfinding and information on getting to Mill Lane see our website here: <https://bit.ly/MillLaneTravel>.
- Toilets: The postdoc centre does not have its own toilets, but there are toilets outside the centre entrance.

Health & Safety:

- The entrance to the building 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 Wednesdays at 10:30am. If the alarm sounds outside this time, all users must evacuate the premises.
- 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 at Laundress Green.
- Emergency exits should not be blocked with anything.
- You should keep a register of attendees.
- A first aid kit is located at the entrance to the Postdoc Centre and a list of first aiders is displayed in the event spaces.

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.

Centres usage:

- The organiser must always be present on the premises during the event.
- All users must vacate the premises by the time confirmed on the online booking form.
- The water dispenser in the corridor can be used by the centre users. Please empty the drip tray if you find it full or overflowing.
- If your event will include the provision and/or consumption of alcohol, please review our alcohol policy here: <https://bit.ly/AlclPolicy>.
- Please note that during the week, the centre entrance door is locked from 16:00. If your event takes place during this time, you can prop the door open so attendees can use the toilets without needing card access. Ensure the door is closed when leaving the space.

User responsibilities:

- The registered user 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.
- Organisers/presenters must bring their own laptop.
- Make sure that rubbish is disposed of in the correct bins.
- After the event has finished, the booker/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 & 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.

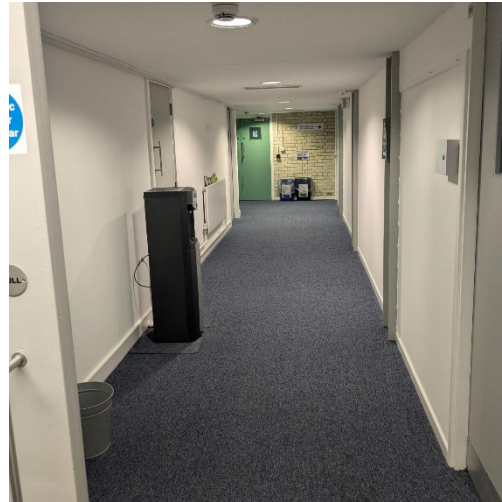
Please only read this section if your booking takes place out of hours:

- We will reach out to you to confirm out of hours card access for event organiser(s).
- 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.
- Please sign in and out on the out-of-hours register (located in the main entrance before the event space doors on the right).

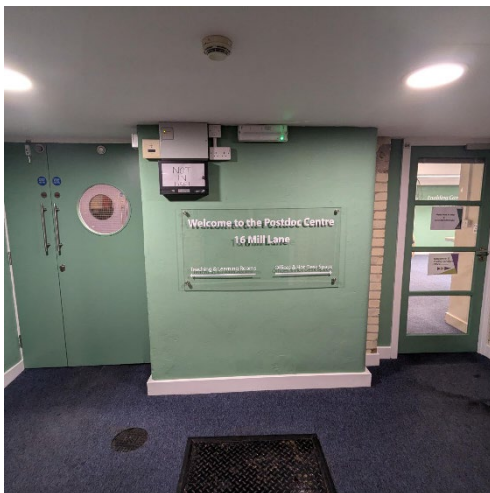
Centre layout & equipment:



Entrance: Open during daytime hours (7:00 to 19:00) or access card over small black keypad to open the door.



Corridor: Go straight down corridor and through the door at the end to get to the Postdoc Centre.



Office space entrance: Go through the left-hand door to access the event spaces.



Committee Room (max. capacity 12 people):
Wireless internet access, Flipchart, no projector or screen.



Seminar Room (max. capacity 20 people):
Projector and screen, wireless internet access, flipchart



Eastwood Room (max. capacity 50 people):
Projector and screen, wireless internet access, flipchart, whiteboard