

BOOKING CRITERIA: IAS Seminar Room & Reception Area

- 1) **The IAS requires at least 24 hours' notice to be able to confirm your booking.**
- 2) Use of the seminar room is for activities that promote research and the research community has priority of use, rather than taught programmes. Events held in the Millburn facility should normally involve participants from more than a single University department.
- 3) IAS funded programmes will be given initial priority. The room is only available for non-IAS activities if they fit the criteria noted above in 1.
- 4) IAS Staff and Fellows are working in the offices that surround the reception area. The reception area may only be used for catering and noise should be kept to a minimum. The reception area is not to be used for meetings and/or breakout sessions.
- 5) Posters advertising events should be sent in advance to the IAS for inclusion on the IAS Calendar.
- 6) Staff are advised to visit the Millburn suite in advance to requesting a booking. If the IAS deems the usage to be appropriate, requests will be prioritised by date of receipt.
- 7) The IAS includes provision for Visiting Fellows. Where appropriate, groups using the IAS seminar room are asked to invite IAS Visiting Fellows to join these activities.
- 8) The seminar room and reception area must be left clean and tidy, with the tables and chairs arranged as you found them, technical equipment and lights switched off, and catering materials returned to the reception area for collection. Failure to do so can cause future bookings to be refused and any existing bookings may be cancelled.
- 9) For evening/weekend events and those taking place on Fridays, the event organiser should contact the IAS (extension 50565/ 50563 or email: IAS@warwick.ac.uk) during office hours to discuss access arrangements. **ALL DOORS MUST BE CLOSED BY THE ORGANISER(S) WHEN LEAVING THE IAS FOLLOWING EVENING/WEEKEND and FRIDAY EVENTS.**
- 10) Cancellations: If you need to cancel a booking, please email the IAS resource account at: IAS@warwick.ac.uk.

Parking at IAS, Millburn House

The University is unable to offer free parking for staff and visitors and has introduced a new system for parking involving the purchase and use of Parking Scratch Cards.

1. When booking the IAS Seminar room for an event, the Department that books the IAS space will need to ensure that any attendees requiring parking are provided with a parking scratch card and a parking slip.

2. The parking scratch card must display the correct date to authorise the car to be parked at Millburn House. Both the scratch card and a parking slip must be displayed for the car to be authorised to park.
3. The organisers will need to provide the IAS with a list of names of attendees who need to park their car for the duration of the event, so that it can provide a Millburn House parking slip for that individual on the day of the event.
4. The IAS reserves the right to make a charge to the Department if it fails to provide the parking scratch card and this requirement falls to the IAS.

NB: Parking scratch cards can be obtained from: carparking@warwick.ac.uk.

Practical Points for Users

Facilities

The IAS Seminar Room (F204) is located within the IAS, first floor, Milburn House.

- The room can comfortably seat up to 35 people
- The room is set up in a Theatre style. If you wish to alter the layout of the room (e.g. to create boardroom style seating) you are welcome to do so, but we kindly request that the room is put back into a Theatre style at the end of your visit
- There is a disabled toilet on the same floor and there are other accessible toilets on the ground floor of Millburn House

The **IAS reception area** is located in the centre of the IAS, next to the Seminar Room.

- It comprises of a low table with easy chairs, accommodating up to 14 people
- The area is suitable for coffee/tea and buffet style catering

IT information

- The room is equipped with a lectern incorporating a managed desktop, 2 whiteboards, a projector and screen. You can bring your own laptop to plug in if required.
- **Please note that if bringing your own Mac you will need to bring an adapter for the projector.**
- A photocopier machine is available for last-minute reproduction of handouts, etc.
- **WiFi:** EduRoam and Warwick Guest connections are available

Catering

Please note: there are no self-serve drink facilities for Seminar Room bookings in the IAS.

If you wish to serve refreshments, please make arrangements with a catering provider. Catering orders will automatically be delivered to the IAS reception area and food must be eaten in this area. No food or drink (other than water) may be taken into the seminar room. Please indicate on the booking form whether you will be arranging catering.

Thank you.