

## INFORMATION SHEET FOR EXTERNAL VENUES

VENUE	BMA House
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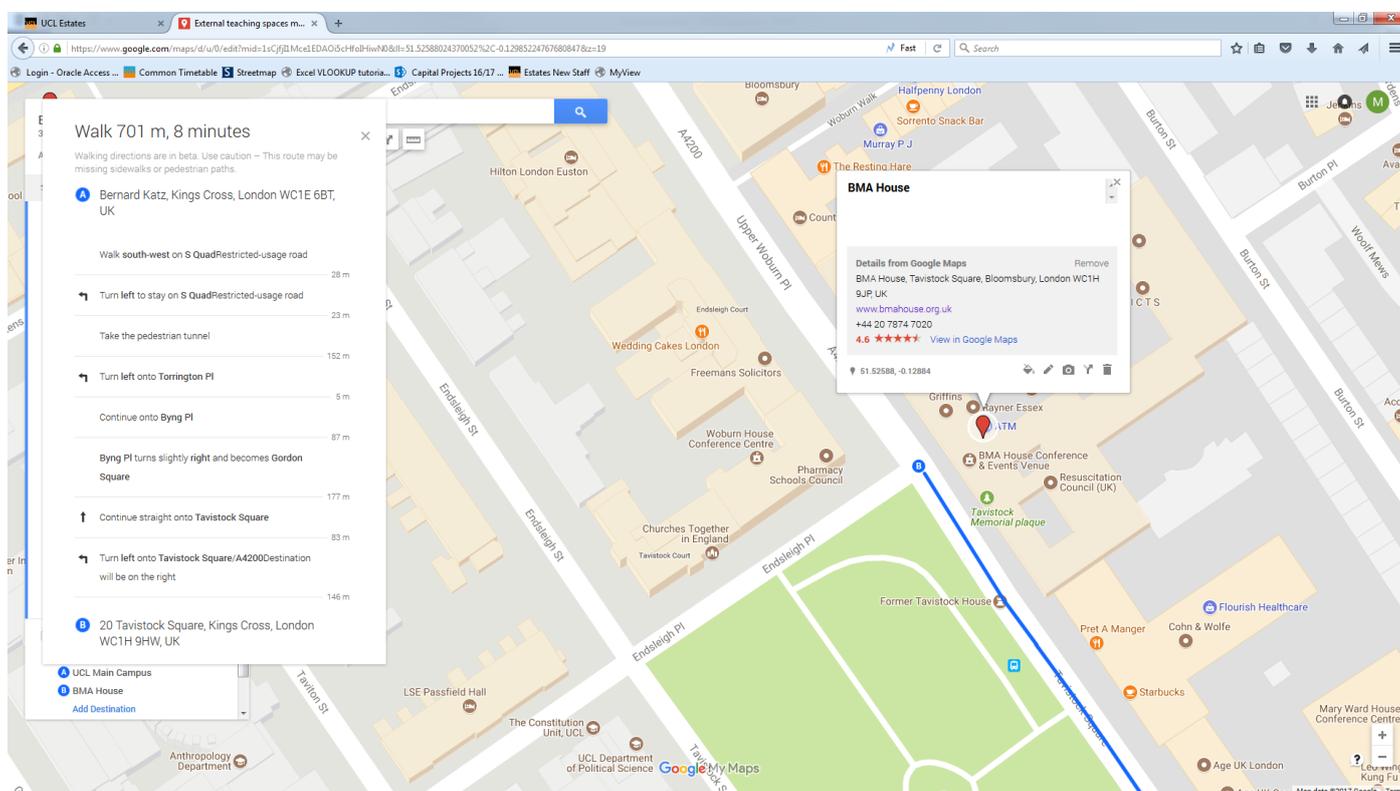
### Where is the building?

The address is British Medical Association, Tavistock Square, London, WC1H 9JP

A map of all external locations can be found [here](#) (on the drop down list, select the push pin for BMA House)

### How long will it take me to walk there?

It takes approx. 8 minutes to walk from main campus to BMA House (see below for directions)



### What are the access arrangements for the building?

BMA House is a secure location and they require all attendees at events to sign in at Reception and collect a pass to gain access through the security barriers in the Reception area.

Whilst they have streamlined this process somewhat for UCL, we recommend allowing an additional 10 minutes for you and your students to sign in to ensure your lecture starts on time.

## Where is/are the room(s) within the building?

The following is a list of rooms that UCL is using for teaching at this venue and where each is located within the venue:

Room	Floor	Location
Bevan Suite	Third Floor	From reception, go past the glass member lounge on the left to the tiled area, continue straight across the bridge (café below) to the next tiled area. Take the lift or stairs to the Third Floor. Once on the third floor, walk up the steps and then up the next set of steps in front of you. Follow the signs to the Bevan Suite
Council Chamber	First Floor	Take the lift or stairs to the First Floor. Once at the top of the stairs, turn right and you will see the entrance to the Council Chamber
Great Hall	First Floor	Take the lift or stairs to the First Floor. Once on the first floor, turn right and you will see the entrance to the Great Hall
Courtyard Suite	Ground Floor	From reception, go past the glass member lounge on the left to the tiled area, continue straight across the bridge (café below) to the next tiled area. Go past the Snow Room and turn left, carry on past the Paget Room and follow the signs at the end of the corridor to the Courtyard Suite
Paget Room	Ground Floor	From reception, go past the glass member lounge on the left to the tiled area, continue straight across the bridge (café below) to the next tiled area. Go past the Snow Room and turn left, then follow the signs to the Paget Room
Snow Room	Ground Floor	From reception, go past the glass member lounge on the left to the tiled area, continue straight across the bridge (café below) to the next tiled area. The Snow Room is at the end of the corridor

## What is the room capacity and layout?

Room	Layout	Room Capacity
Bevan Suite	Theatre layout	150
Council Chamber	Theatre layout	90
Great Hall	Theatre layout	294
Courtyard Suite	Theatre layout	120
Paget Room	Theatre layout	150
Snow Room	Theatre layout	100

## What does the room look like?

Photographs of rooms are provided at the back of this document.

## Is the venue fully accessible?

Yes, see room-specific information below:

- **Bevan Suite** - The reception area through the lift to take you up to the third floor is fully accessible- the lift is only big enough for a chair and one other person to fit in. Once on the third floor the rooms are accessible via two chair lifts. They are quite slow to operate and are required to go back down the stairs too. For this reason we advise, where possible for meetings where wheel chair users are attending to not use third floor rooms. If there is a case where someone is unknown to the organiser we can facilitate the use of the stair lift with assistance of an event team member to make the process as smooth as possible.
- **Council Chamber** - The reception area through the lift to take you up to the first floor is fully accessible- the lift is only big enough for the wheel chair user themselves to go into the lift. Should they need assistance once in the lift they should use the alternative lift which is over the bridge (café below) and select the first floor, once out the lift they can turn left for the Council Chamber. The Council Chamber has a position on the bottom row which can be adjusted to create a comfortable wheel chair position.

## What AV/IT equipment will be in the room?

Room	AV/IT and other facilities that are available	What is NOT available
All rooms	PC (or laptop) and data projector Facility for lecturers to use own laptop Wi-Fi	Desks or tables, except by special arrangement (reduced seating capacity)

## Do rooms have Visualisers and/or lecture capturing facilities?

Visualisers are available from UCL ISD - please request in advance of your lecture.

We are able to offer LectureCast Personal Capture (audio and computer output but no visualiser or video). This requires the use of a UCL laptop.

## What support will be available to me at the venue?

ISD Meet & Greet staff will be on hand for the start of lectures in external spaces throughout Terms 1 & 2 to help with any AV/IT issues. Meet & Greet staff will also act as a point of contact and will feed back any comments about the venue to UCL Estates so that addressable problems can be promptly resolved.

UCL Estates staff will drop-in at various external venues throughout October for quality assurance purposes to ensure a smooth start to Term 1.

## Who do I contact if I have a problem on the day?

ISD Meet & Greet staff will be on hand for the start of lectures in external spaces throughout Terms 1 & 2. They should be your first point of contact.

Other points of contact in case of issues are:

Contact Name	Role	Phone and email
Sophia Burton	Meet & Greet Coordinator	020 3108 6191 <a href="mailto:sophia.beard.10@ucl.ac.uk">sophia.beard.10@ucl.ac.uk</a>
Malcolm Alister-Hooke	Special Projects Officer, Estates	07780 484218 <a href="mailto:m.alister-hooke@ucl.ac.uk">m.alister-hooke@ucl.ac.uk</a>
Jenny Darlow	Events Marketing Manager	020 7874 7029 <a href="mailto:jdarlow@bma.org.uk">jdarlow@bma.org.uk</a>

## Further practical information

### Fire evacuation

Unless you hear otherwise from us there are no planned fire evacuations. The fire assembly point is in the Courtyard of Burton Street.

### Location of toilets

The toilets are located on the left out of the lifts on the First and Third Floors and there is a toilet to the left hand side of the stage in the Great Hall.

### Photographs of rooms:

Bevan Suite



Council Chamber



Great Hall

