INFORMATION SHEET FOR EXTERNAL VENUES

VENUE | Senate House

Where is the building?

The address is Senate House, Malet Street, London WC1E 7HU

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

How long will it take me to walk there?

It takes approx. 9 minutes to walk from main campus to Senate House (see below for directions)

Where are the rooms 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:

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beveridge</td>
<td>Ground Floor</td>
<td>From Reception, go straight ahead through to the Crush Hall and the Beveridge Hall is on the right</td>
</tr>
<tr>
<td>Macmillan Hall</td>
<td>Ground Floor</td>
<td>From Reception, go straight ahead through to the Crush Hall and the Beveridge Hall is on the left</td>
</tr>
<tr>
<td>Chancellor’s Hall</td>
<td>First Floor</td>
<td>Take the lift or stairs to the 1st Floor and the Chancellor’s Hall is just off the Grand Lobby</td>
</tr>
<tr>
<td>Woburn Suite (incorporating Woburn and Montague Rooms)</td>
<td>Ground Floor</td>
<td>From Reception, go straight ahead, passing through the Crush Hall. Turn right at the Café and the Woburn Suite is on the left</td>
</tr>
</tbody>
</table>
What is the room capacity and layout?

<table>
<thead>
<tr>
<th>Room</th>
<th>Layout</th>
<th>Room Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beveridge Hall</td>
<td>Theatre style</td>
<td>600</td>
</tr>
<tr>
<td>Macmillan Hall</td>
<td>Theatre style</td>
<td>250</td>
</tr>
<tr>
<td>Chancellor's Hall</td>
<td>Theatre style</td>
<td>120</td>
</tr>
<tr>
<td>Woburn Suite</td>
<td>Theatre style</td>
<td>120</td>
</tr>
<tr>
<td>Montague Room</td>
<td>Theatre style</td>
<td>60</td>
</tr>
<tr>
<td>Woburn Room</td>
<td>Theatre style</td>
<td>70</td>
</tr>
<tr>
<td>G3</td>
<td>Classroom style</td>
<td>35</td>
</tr>
<tr>
<td>G4</td>
<td>Classroom style</td>
<td>35</td>
</tr>
<tr>
<td>G5</td>
<td>Classroom style</td>
<td>35</td>
</tr>
<tr>
<td>G7</td>
<td>Classroom style</td>
<td>42</td>
</tr>
</tbody>
</table>

What does the room look like?
Photographs of each room is provided at the back of this document.

Is the venue fully accessible?
Yes

What AV/IT equipment will be in the room?

<table>
<thead>
<tr>
<th>Room</th>
<th>AV/IT and other facilities that are available</th>
<th>What is NOT available</th>
</tr>
</thead>
<tbody>
<tr>
<td>All rooms in</td>
<td>PC or laptop</td>
<td>Desks or tables</td>
</tr>
<tr>
<td>theatre style layout</td>
<td>Facility for lecturers to use own laptop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eduroam Wi-Fi</td>
<td></td>
</tr>
</tbody>
</table>

Do rooms have Visualisers and/or lecture capturing facilities?
Visualisers are available - 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. Alternatively, the only option where recordings are felt to be essential will be to use a camera crew. Please email video@ucl.ac.uk to request this.

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:

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Role</th>
<th>Phone and email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophia Burton</td>
<td>Meet &amp; Greet Coordinator, ISD</td>
<td>020 3108 6191 <a href="mailto:sophia.beard.10@ucl.ac.uk">sophia.beard.10@ucl.ac.uk</a></td>
</tr>
<tr>
<td>Malcolm Alister-Hooke</td>
<td>Special Projects Officer, Estates</td>
<td>07780 484218 <a href="mailto:m.alister-hooke@ucl.ac.uk">m.alister-hooke@ucl.ac.uk</a></td>
</tr>
<tr>
<td>Paul Prestidge/Sheila Paul</td>
<td>Operations team, Senate House</td>
<td>07715 200 683 <a href="mailto:operations@london.ac.uk">operations@london.ac.uk</a></td>
</tr>
</tbody>
</table>

Further practical information

Fire evacuation

Unless you hear otherwise from us there are no planned fire evacuations.

The fire assembly point is in Malet Street.

Location of toilets

The toilets are located beside the main stairs on the Ground and 1st Floors.
Photographs of rooms

Beveridge Hall