# International House Room Booking Request Form

## If you would like to book a room please fully complete the request below and return to [ias@lboro.ac.uk](mailto:ias@lboro.ac.uk). We will not take requests any earlier than 6 weeks in advance of the planned meeting date.

## The purpose of your meeting should be aligned to IAS aims and objectives. Please note that IAS events will have priority over the space.

## Guidance notes on the use of International House will be released once your booking is confirmed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | | |
| Email address and ext no. |  | | | | |
| Department |  | | | | |
| Meeting Title |  | | | | |
| Purpose of meeting |  | | | | |
| Details of contact on the day (if different to above)\* | (name/tel/email) | | | | |
| Date of Meeting |  | | | | |
| Times Required | Start |  | | End |  |
| Total Number of attendees |  | | | | |
| Please indicate the number of external attendees attending. | | |  | | |
| Will you be providing lunch?\*\* |  | | | | |

## Facilities available:

* Fully accessible building
* Seating to accommodate up to 25 participants comfortably (Seminar Room)
* AV – Large Presentation Screen, Camera & Audio - **Lecture Capture isn’t available (please use Panopto)**
* Whiteboard/Copier
* For more informal discussions, the Reading Room may be better suited
* Please note that parking IS NOT available, we would advise that visitors use Car Park 5 or the parking area opposite the Library
* Automatic doors will be programmed to open for your meeting times

\* If the booking is confirmed then the contact is responsible for set-up and breakdown and should be present on the day.

\*\*Please only place orders for vegetarian meals as this links in with our Green Policy.