National Oceanography Centre
NATURAL ENVIRONMENT RESEARCH COUNCIL

Estates

Contents

Useful Forms:

- Room Booking Request:
  http://www.noc.soton.ac.uk/nocsurvey/index.php?sid=83862&lang=en

- Catering Order Form:
  http://www.noc.soton.ac.uk/nocsurvey/index.php?sid=88427&lang=en

- Single Visitor/Parking Request:
  http://www.noc.soton.ac.uk/nocsurvey/index.php?sid=54297&lang=en

- Multiple Visitor/Parking Request:
  http://www.noc.soton.ac.uk/nocsurvey/index.php?sid=97815&lang=en

- Porterage Request Form:
  http://www.noc.soton.ac.uk/nocsurvey/index.php?sid=99212&lang=en

Introduction

This booklet provides a description of all the rooms available for internal and external bookings in the National Oceanography Centre, Southampton

It includes ways that it is possible to set out the rooms for meetings and other functions. A full list of equipment that is available for each room, is also included

Room Bookings

For internal bookings please use the online booking form, available from the intranet:
http://www.noc.soton.ac.uk/nocsurvey/index.php?sid=83862&lang=en.

For external bookings, please contact the Estates Operations Supervisor on ext. 26375 (023 8059 6375).

Members of Senior Management wishing to make bookings for the Board Room should contact the Directors Office on ext. 25106.

If you wish to have the layout of a room changed for your booking, porterage services are available. However, if you choose to set the room out yourself, you must ensure that the room is returned to the standard layout before leaving.

N.B With the exception of the library meeting rooms students wishing to book a room may only do so through a member of staff.

Catering

Catering for a function can be booked after making a room booking. This can be booked through the Estates Helpdesk, using the online form:
http://www.noc.soton.ac.uk/nocsurvey/index.php?sid=88427&lang=en, or through Catering Services directly (ext.26299). Coffees, teas, soft drinks and biscuits can be ordered the day before required, but for buffets at least 3 working days notice is required.

You may only order from the standard menu through Helpdesk. Variations to the standard menu must be discussed with Catering Services.

Standard menus for delivered catering can be found here:
http://www.southampton.ac.uk/catering/delivery/

Exhibition Areas

There are three Exhibition Areas available to book for display and catering purposes. Display boards and additional tables and chairs for these areas can be booked via Helpdesk.

Network and Internet Access

Each meeting room has wireless access and/or wired connectivity. For further information please contact the ITG Help Desk (ext. 26197 or email help@noc.soton.ac.uk).

Telephones

Where fitted, telephones within meeting rooms are set to allow internal calls only. Should you wish to make external calls please contact the Estates Helpdesk with a minimum of 24hrs notice, who will arrange for external use to be permitted. Conference Telephones are also available for use in some rooms (see page 39) and can be booked out through the IT Helpdesk (ext. 26197).

Room Bookings - Viewing on-line

QFM Web is a system that allows users to view bookings for the following bookable areas at NOC:

- 101/12 - Reception Meeting Room
- 101/06 - Lab M
- W1/75 - Sports Hall
- 104/13 - Seminar Room
- 104/20 - Lecture Theatre
- 034/10 – Node Room
- 344/32 - Conference Room
- 344/38 - Breakout Room
- 344/44 - Small Meeting Room
- 044/11 - Ray Beverton Room
- 054/06 - John Swallow Room
- 064/03 - Node Room
- 074/02 - Node Room
- 125/02 – Library Room Red
- 125/04 – Library Room Purple
- 125/06 – Library Room Yellow
- 125/08 – Library Room Blue
- 036/10 - Board Room
- 166/21 - Lab G1
- 166/27 - Lab G 2
- 166/37 - Lab T

The system is compatible with the following web browsers:

- Internet Explorer
- Mozilla Firefox
- Safari

To be able to access this system you must ensure you are registered as a user. Details for accessing the system can be found on NOC intranet pages under the Estates section.

Premises License

The NOC, Southampton is licensed to sell and supply alcohol within certain areas of the centre.

The terms of this license must be strictly adhered to. Any non compliance will ensure events are stopped immediately, the DPS will be informed and disciplinary action will be taken!

The license enables us to serve alcohol in the following areas:

- W1/75 - Sports and Events Hall
- 121/05 and 09 – Student Social Area
- 104/13 – Seminar Room
- 104/100 - Exhibition Area
- 234/101 - Exhibition Area
- 344/14 - Cafeteria
- 344/32 – Conference Room
- 344/38 – Breakout Room
- 344/44 – Meeting Room

- 044/11 – Ray Beverton Room
- 054/06 – John Swallow Room
- 064/03 – Node Room
- 074/02 – Node Room
- 036/10 – Board Room
- 086/03 – Postgraduate Lounge
- 166/21 – Lab G1
- 166/27 – Lab G2
- 166/37 – Lab T

Ensuring your event is legal

- Estates must be informed at least two weeks prior to an event being held where alcohol is being served.
- You will need to complete the online questionnaire. All questions must be correctly answered, so make sure you have read the web page thoroughly!
  The Designated Premises Supervisor, Lewis Rennison or Operations Supervisor, Charmaine Richardson will contact you within 3 working days with the results. If successful, this test will validate you to serve alcohol in designated areas for 1 calendar year after completion.
- You will then be required to complete and sign a declaration form, which also acts as your approval. This form MUST be completed for each event.
- All events will be monitored and any breach of the conditions of the event or the training undertaken may lead to the event being stopped immediately.
- All licensable activities at NOC Southampton will fall under the responsibility of the Designated Premises Supervisor (DPS), Personal License Holder and NOC, Southampton Security Officers and any instruction given by them shall be actioned.
- The DPS, PLH and Security Officers have the authority to stop any licensable activity should they deem any infringement of either NOC policy or license law to be occurring.
- The event organiser should also take responsibility for monitoring alcohol consumption throughout the event and report any breaches immediately.
- All licensable activities must cease by no later than 23.30hrs.

Events in non-licensed Areas

Any event wishing to serve alcohol in other areas not listed above will have to ask for a Temporary Events Notice to be applied for.

Applications for TEN's must be with the Licensing Agency for approval a minimum of 10 workings days prior to the event, therefore we would require the application to be sent at least 15 working days prior to the event. There is no flexibility on this date as it is a legal requirement for obtaining the license.
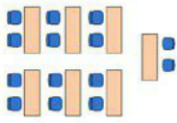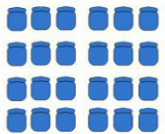
Layout Options

Board Room Style
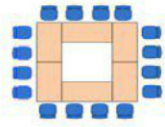
- Centrally located tables
- Layout ideal for debate and discussion
- Ideal for small meetings

Classroom Style

- Used to present to small or medium sized groups
- Delegates have own workspace
- Ideal for individual training and examinations
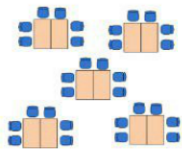
Theatre Style

- Used to present to large number of delegates
- Allows for optimal room occupancy
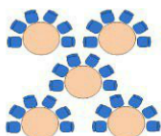
Horseshoe

- Presentation space in the middle of the room
- Greater focus on the presenter
- Encourages participation

Cabaret 1

- Ideal for small to medium group work

Cabaret 2

- Ideal for small to medium group work

101/12 - Reception Meeting Room

This meeting room will hold 12 people seated around tables. This room is equipped with video conferencing facilities. For further information please contact the IT Help Desk (ext. 26197 or email help@noc.soton.ac.uk). Remote controls for the Television and Camera are held at Reception. Laptops can be connected to the television, via a VGA lead (available from reception) for presentations.

The facilities available in this room are as follows:

- Flipchart
- Telephone line (analogue) - ext 26063
- 5 wood effect tables
- 12 blue chairs

- Whiteboard
- 42" Television

Alternative layouts not available in this room

101/06 – Lab M

Lab M can be booked via ISS at Highfield by emailing roombook@soton.ac.uk during term time and the Estates Helpdesk at all other times.
This room will hold 110 people seated. This number must not be exceeded under any circumstances for health and safety reasons.

The facilities available in this room are as follows:

- Bench mounted sockets
- Fixed data projector

Alternative layouts not available in this room

101/00 – Airport Lounge

The Airport lounge (101/00) outside Lab M can be booked for display and catering purposes. Display boards are also available if pre-booked, through the helpdesk.

104/05 – Level 4 Reception

This area (104/05) outside the Seminar Room can be booked, to provide a reception area for conferences and large meetings.

The facilities available in this area are as follows:

- Telephone (upon request)
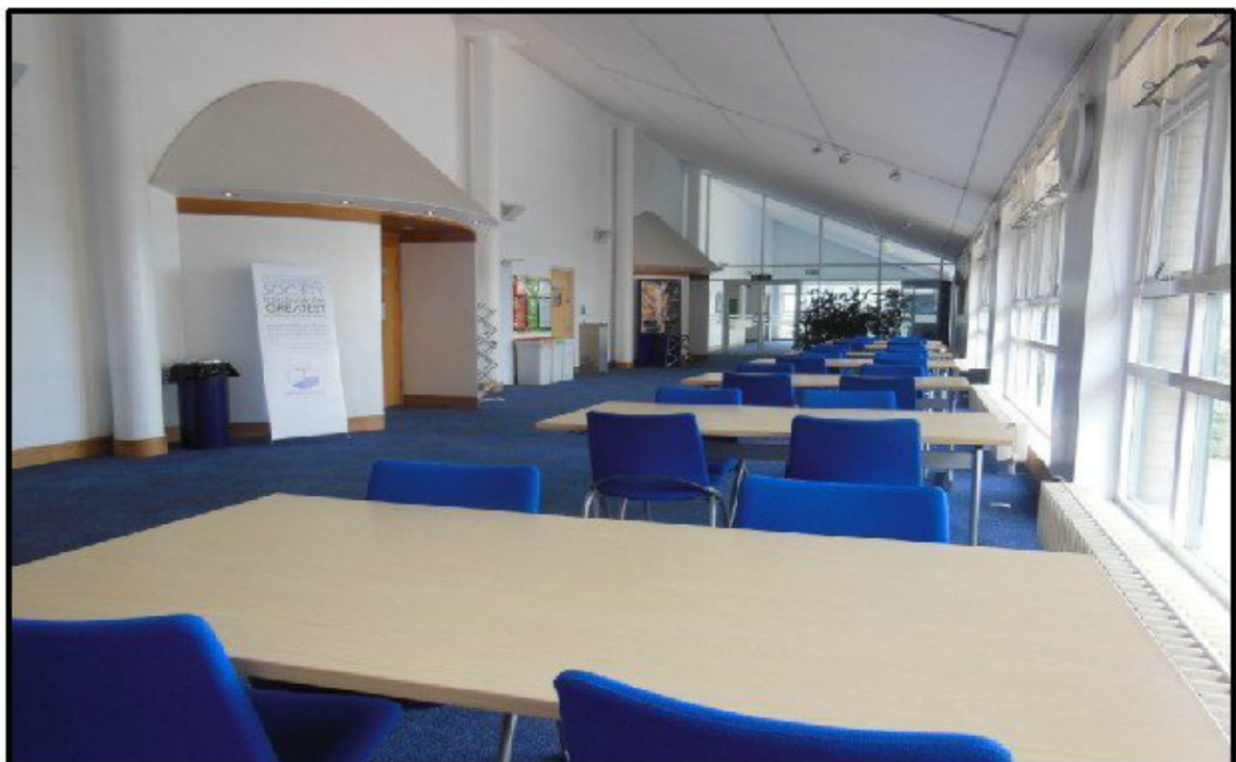- Clock
- Notice board

Display boards are available if pre booked, through the helpdesk.

104/05 – Level 4 Reception

104/00 – Exhibition Area

The Exhibition Area (104/00) outside the Seminar Room can be booked for display and catering purposes. Display boards are also available if pre-booked, through the helpdesk.
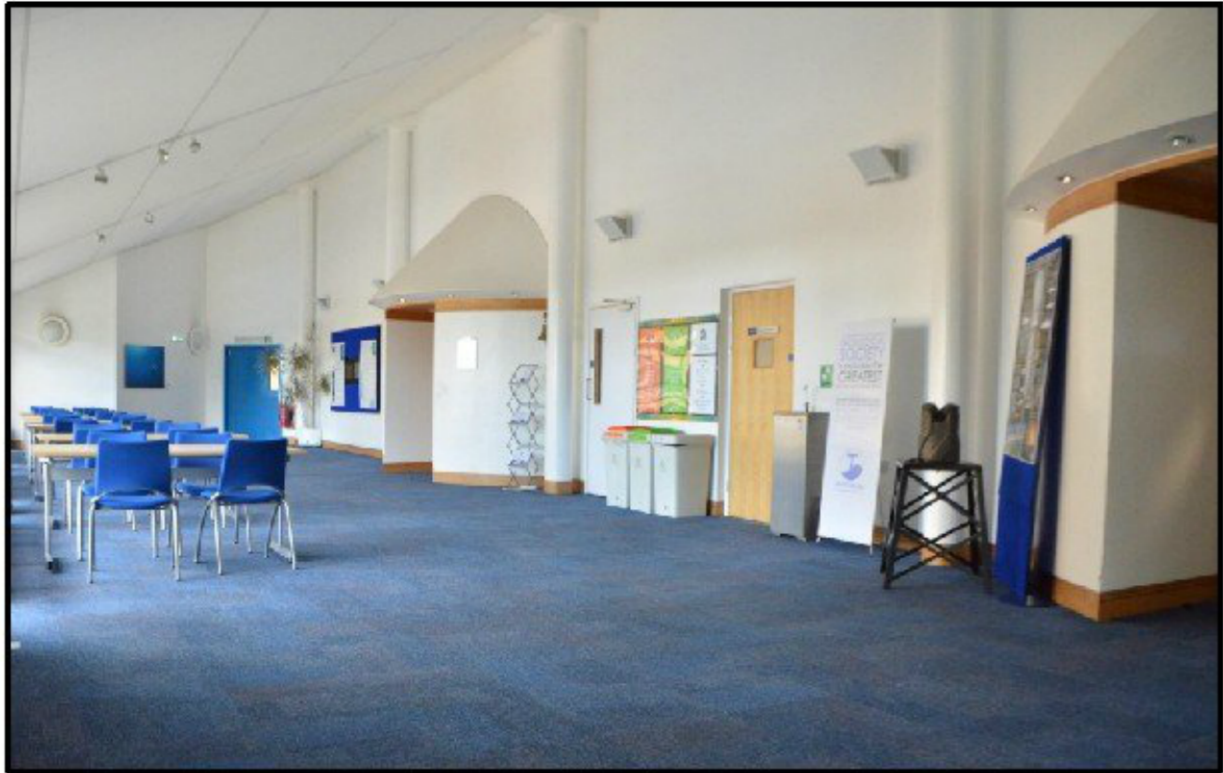
104/13 – Seminar Room

The Seminar Room will hold 106 people seated around tables and 180 people if all tables are removed.

The facilities available in this room are as follows:

- Flipchart (upon request)
- Video/Audio Outlet
- Whiteboard
- 54 light wood tables
- 106 blue chairs

- Fixed Data Projectors
- Telephone

Standard Layout = Classroom Style

Please DO NOT attach anything to the walls in this room, i.e posters.

Theatre Style

Cabaret Style 1

National Oceanography Centre
NATURAL ENVIRONMENT RESEARCH COUNCIL

Cabaret Style2

104/20 – Henry Charnock Lecture Theatre

The Henry Charnock Lecture Theatre can be booked via ISS at Highfield (email: roombook@soton.ac.uk during term time and the Estates Helpdesk at all other times.

This room will hold 135 people seated. This number must not be exceeded under any circumstances for health and safety reasons. Aisles and fire exits should not be obstructed at any time.
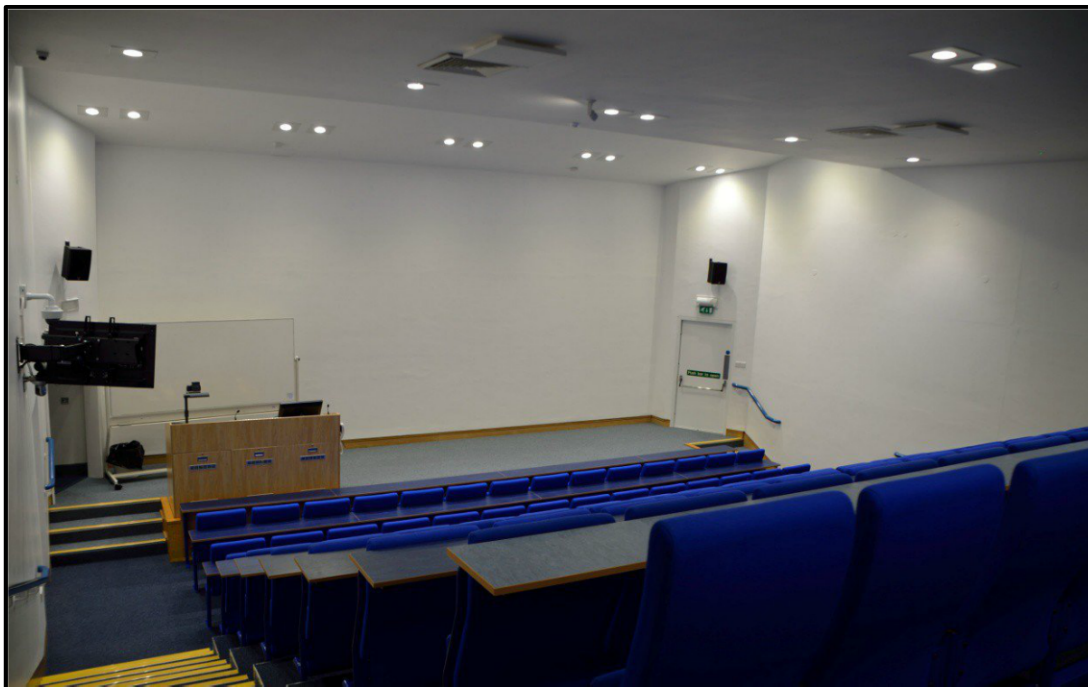

Should you experience any problems with the equipment in the Lecture Theatre, please contact ISS on ext. 25656.

234/00 – Exhibition Area

The Exhibition Area (234/00) outside the IT Helpdesk can also be booked for display and catering purposes. Display boards are also available if pre-booked, through the helpdesk.

234/00 – Exhibition Area

National Oceanography Centre
NATURAL ENVIRONMENT RESEARCH COUNCIL
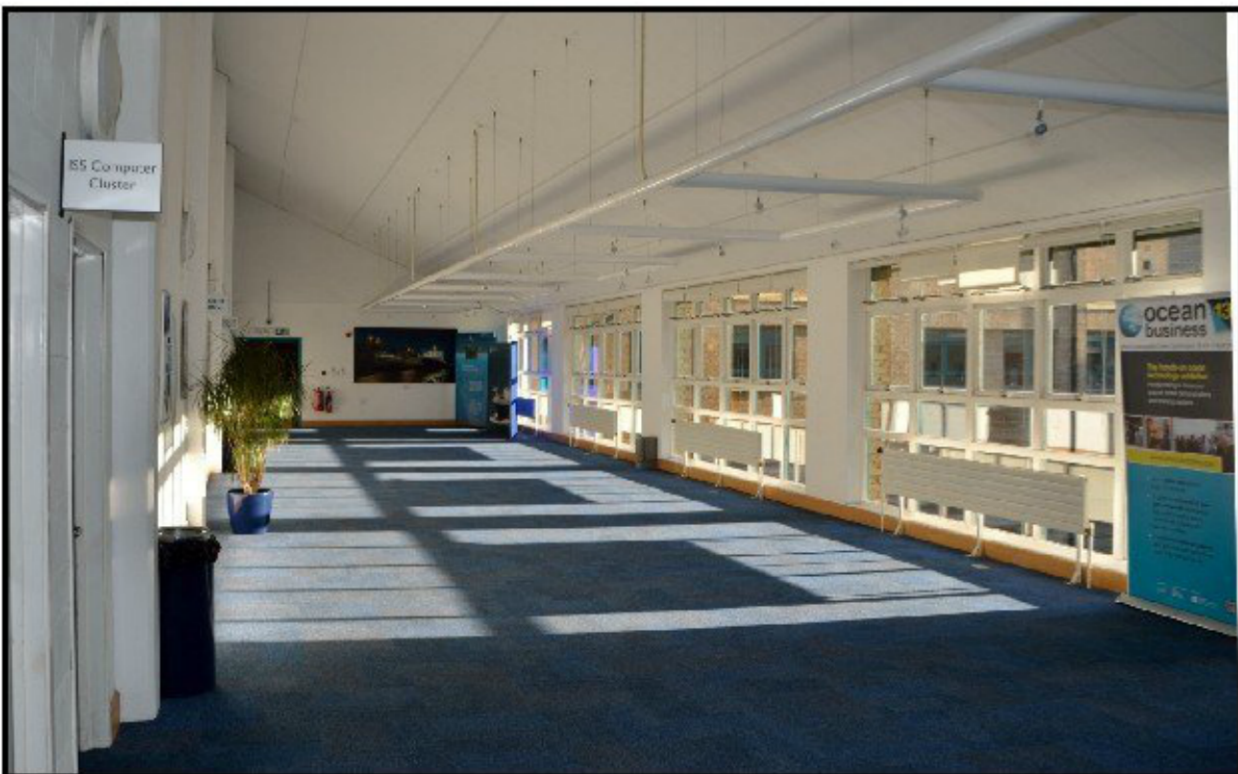
034/10 – Node Room

This meeting room will hold 12 people seated around tables.

- Flipchart
- Whiteboard
- Telephone

- 4 light wood tables
- 12 blue chairs

Standard Layout = Boardroom Style

This room offers views across Southampton waters, and has additional balcony space for catering and breakout purposes.

Alternative layouts not available in this room

344/32 – Conference Room

The Conference Room will hold 36 people seated around tables, and if all tables are removed 70 people can be comfortably seated.

The facilities available in this room are as follows:

- Telephone
- Two Flipchart
- Coat Hooks
- Fixed Data Projector

- Telephone (ext. 29250)
- 14 tables
- 36 blue chairs

Standard Layout = Boardroom Style

N.B Please note that if the break out room, 344/38, adjoining the Conference Room is required a separate booking will need to be made.

Lecture Style

Classroom Style

344/38 – Breakout Room

This room can be used for catering or display purposes in conjunction with rooms 344/32, Conference Room and 344/44, Meeting Room.

- 4 Catering Benches
- 5 Double Sockets
- 2 Single Sockets

- 2 Telephone Sockets (ext. 26275 & 26369)

Alternative layouts not available in this room

344/44 – Small Meeting Room

This meeting room will hold 10 people seated around tables.

- Flipchart
- Telephone (ext. 24063 - Digital line, ext. 29165 - Analogue line)
- Fixed Data Projector
- Cupboard

- 4 light wood tables
- 10 blue chairs

Layout = Boardroom Style

N.B Please note that if the break out room, 344/38, adjoining this meeting Room is required; a separate booking will have to be made.

Alternative layouts not available in this room

044/11 – Ray Beverton Room

The Ray Beverton Room will hold 16 people seated around tables. If tables are removed 24 people can be comfortably seated.

The facilities available in this room are as follows:

- Door blind for privacy when conducting interviews
- Fixed Data Projector
- Projector Screen
- Flipchart

- Clock
- Telephone (ext.26882)
- Whiteboard
- 16 wood effect tables
- 16 blue chairs

Standard Layout = Boardroom Style

National Oceanography Centre
NATURAL ENVIRONMENT RESEARCH COUNCIL

Classroom Style

Theatre Style

054/06 – John Swallow Room

The John Swallow room will hold 16 people seated around tables. If tables are removed 24 people can comfortably be seated.

The facilities available in this room are as follows:

- Door blind for privacy when conducting interviews
- Fixed Data Projector
- Projector Screen
- Flipchart
- Clock
- Telephone (ext.26883)
- 8 wood effect tables
- 16 blue chairs

Standard Layout = Boardroom Style

Classroom Style

Theatre Style

064/03 – Node Room

This node room will hold 16 people seated around tables. If tables are removed 24 people can be comfortably seated.

The facilities available in this room are as follows:

- Door blind for privacy when conducting interviews
- Fixed Data projector
- Projector Screen
- Clock

- Flipchart
- Telephone (ext. 28491)
- 6 wood effect tables
- 16 blue chairs

Standard Layout = Boardroom Style

Classroom Style

Theatre Style

074/02 – Node Room

This node room will hold 20 people seated around tables. If tables are removed 28 people can be comfortably seated.

The facilities available in this room are as follows:

- Door blind for privacy when conducting interviews
- Fixed Data Projector
- Projector Screen
- Clock

- Flipchart
- Telephone (ext. 29644)
- 8 wood effect tables
- 20 blue chairs

Standard Layout = Boardroom style

Classroom Style

Theatre Style

125/02 – Red Room

This room will hold 20 people seated around tables.

The facilities available in this room are as follows:

- Smart Board
- Telephone ext. 22178

Layout = Boardroom Style

Alternative layouts not available in this room

125/02 – Red Room

125/04 - Purple Room

This room will hold 12 people seated around tables.

The facilities available in this room are as follows:

- Smart Board
- Telephone Ext. 29484

Layout = Boardroom Style

Alternative layouts not available in this room

125/06 – Yellow Room

This room will hold 12 people seated around tables.

The facilities available in this room are as follows:

- Smart Board
- Telephone Ext. 29485

Layout = Boardroom Style

Alternative layouts not available in this room

125/08 – Blue Room

This room will hold 12 people seated around tables.

The facilities available in this room are as follows:

- Smart Board
- Telephone Ext. 29489

Layout = Boardroom

Alternative layouts not available in this room

166/21 - Lab G1

Lab G1 can be booked via ISS at Highfield by emailing roombook@soton.ac.uk during term time and the Estates Helpdesk at all other times.

This room will hold 55 people seated. This number must not be exceeded under any circumstances for health and safety reasons.

The facilities available in this room are as follows:

- Data projector
- Lectern
- Telephone (ext. 27323)

Standard Layout = Classroom Style

Other Layouts for this room are available please discuss requirements with the Estates Helpdesk

166/27 – Lab G2

Lab G2 can be booked via ISS at Highfield by emailing roombook@soton.ac.uk during term time and the Estates Helpdesk at all other times.

This room will hold 48 people seated. This number must not be exceeded under any circumstances for health and safety reasons.

The facilities available in this room are as follows:

- Data projector
- Lectern

- Floor sockets by each desk
- Telephone (ext. 29144)

Standard Layout = Classroom Style

Other Layouts for this room are available please discuss requirements with the Estates Helpdesk

166/27 – Lab G2

166/37 – Lab T

Lab T can be booked via ISS at Highfield by emailing roombook@soton.ac.uk during term time and the Estates Helpdesk at all other times.

This room will hold 80 people seated and 150 people if tables are removed.

This number must not be exceeded under any circumstances for health and safety reasons.

The facilities available in this room are as follows:

- Lectern
- Dry Wipe Board

- Data projector
- Telephone (ext. 22648)

Standard Layout = Classroom Style

Other Layouts for this room are available please discuss requirements with the Estates Helpdesk

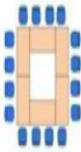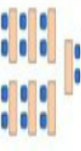## 036/10 – Board Room

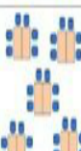The Board Room will hold 14 people, seated.

The facilities available in this room are as follows:

- 42" Television
- Telephone (ext 29688)
- 6 Tables
- 2 semi circular tables

- Video Conference Facilities (contact ITG for information)
- Clock

Standard Layout = Boardroom Style

NB The Board Room must be booked through the Directors Office on ext 25106.

Layout	104/13	166/21	166/27	166/37	344/32	044/11	054/06	064/03	074/02	125/02	125/04	125/06	125/08	344/44	101/12	034/10	036/10	344/38	101/06	104/20
Hollow square	40 People	40 People	40 People	40 People	32 People	16 People	16 People	16 People	20 People	20 People	12 People	12 People	12 People	10 People	12 People	10 People	14 People			
U-shape	108 People	70 People	48 People	80 People	32 people	16 People	16 People	16 People	20 People										110 People	
Theatre	180 People	55 People	48 People	150 People	70 People	24 People	24 People	24 People	28 People											135 People
Horseshoe	60 People	30 People	30 People	50 People	42 People															
Cluster	100 People	40 People	40 People	50 People	40 People															
Banquet	144 People																			
Extension	26126	27323	29144	22648	29250	26882	26883	28491	29644	22178	29484	29485	29489	24063 29165	26063	28420	29688	26275 26369	N/A	N/A
VC Facilities	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	YES	NO	NO	YES
Confrence Phone Facilities	YES	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	YES	YES	YES	YES	YES	NO	NO

Layout not Available

Standard Layout

Available Equipment

The following items are all available to book through the Estates Helpdesk via the online request form: http://www.noc.soton.ac.uk/nocsurvey/index.php?sid=99212&lang=en

Flip Charts

Additional flip charts are available if you require extra flip charts for your room booking. These Flip Chart stands can also be used as white boards

Folding Tables

Folding tables are available to book for use in the exhibition area for catering purposes. The tables measure 122cm X 68cm

Gazebos

Four gazebos are available for use on site, to provide cover for events held on quayside and outside the main entrance. Each gazebo measures 3m X 3m

Poster Boards

Poster boards are available to book through the Estates Helpdesk for use in the exhibition areas and some of the larger meeting rooms. The boards measure 2m X 1m and are double sided. The posters can be attached to the boards with Velcro. They can be set up in a variety of different styles depending on requirements. The layout options which are available are listed below.
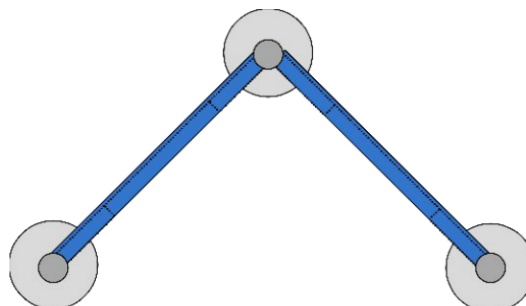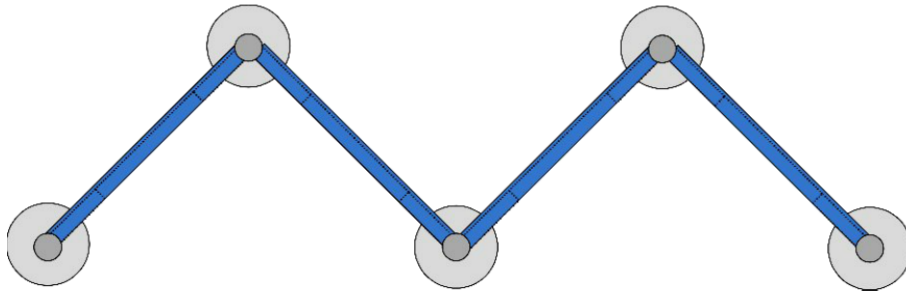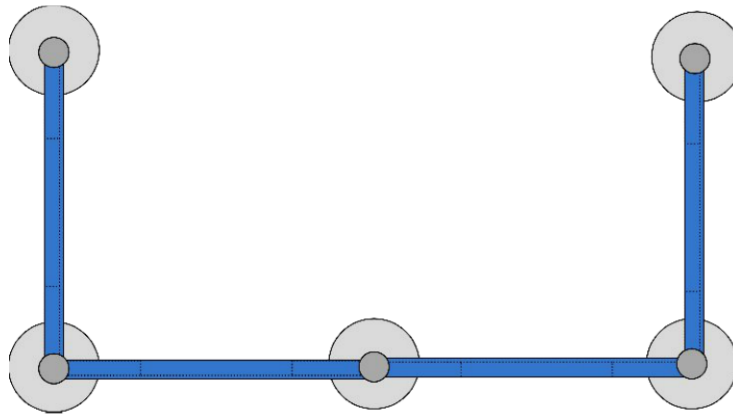
Single Panel

Star Formation
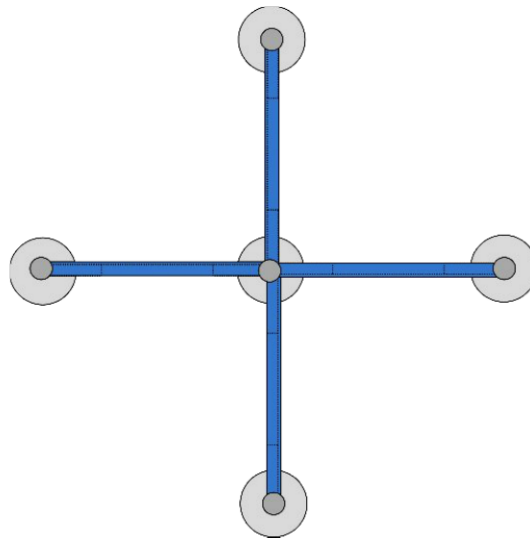
V Formation

W Formation

U Shape

Triangle Formation