

Accommodation Booking Form

Please complete all parts of this form where applicable.

If catering is required, please complete the Catering Booking Form.

Contact details (please use block capitals)

Event title	
Event date(s)	
Name of contact	
Company Name	
Address	
Postcode	
Telephone Number	
Fax Number	
Email address	
Mobile Number	
Charity no (if applicable)	
VAT no (if applicable)	

Signature

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Date

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Accommodation

Indicate which rooms you require from the following list.

Accommodation	Date	Start time	End time	Layout style
College Hall				
Alexandra Room				
Lower Library				
Lock Room				
Lister Room				
David Livingstone Room				
Maurice Bloch Lecture Theatre				FIXED
Small Lecture Theatre				FIXED
William Cullen Seminar Room				
Examination Hall				
Skills Teaching Centre				FIXED
Video Conference Suite				FIXED

Please indicate your preferred layout of accommodation.

B = BOARDROOM

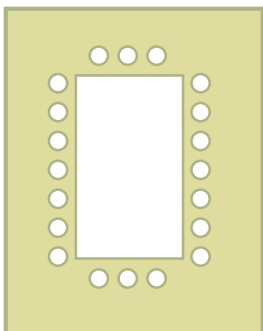
H = HORSESHOE

T = THEATRE

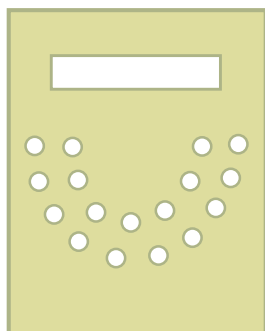
C = CLASSROOM

R = RING

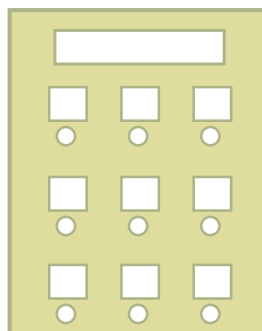
The diagrams below detail accommodation layout. The illustrations indicate general layout and not exact seating numbers. If your required layout is not detailed, please provide a diagram and description on a blank sheet of paper along with your event details.



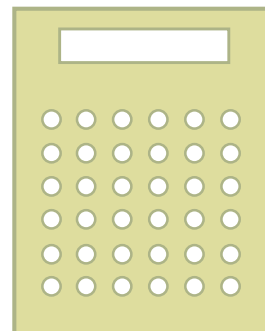
B = BOARDROOM



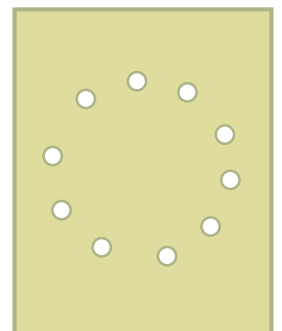
H = HORSESHOE



C = CLASSROOM



T = THEATRE



R = RING

AV/IT Facilities

The list below details the facilities available in College accommodation. Please indicate what items are required for your event and where they should be located.

Hire of the Maurice Bloch Lecture Theatre, Small Lecture Theatre and William Cullen Seminar Room includes all facilities listed below with the exception of AV/IT Technical Support.

PLEASE NOTE THAT AV/IT TECHNICAL SUPPORT IS NOT AVAILABLE AT THE TIME OF YOUR EVENT UNLESS PRE-BOOKED

Facilities	Start time	End time	Quantity	Available	Location
Technician - start up				all	
Technician - close				all	
Technician - full attendance				all	
Portable overhead projector				all	
Portable data projector				all	
Flip Chart				all	
35mm slide projector				all	
Laptop computer				all	
Internet access				all	
Projection screen				all	
Audio recording				MBLT/SLT	
Audio system				College Hall	
Overhead camera (Skills)				Skills Teaching	
Telephone				Lock/MBLT/SLT	
Television				all	
Portable video player				all	
Video Conference Suite				Vid Con Suite MBLT SLT	

Presentations

It makes for a smoother event if speakers can send their presentations on disc or by email before the event. We can check compatibility and ensure that presentations are loaded onto our system and ready for the start.

Files or discs should be **clearly labelled** with the event name and date.

Presentations can be emailed to presentations@rcpsg.ac.uk or posted to:

Robert McAnnany
College AV/IT Technician
Royal College of Physicians and Surgeons of Glasgow
232 - 242 St Vincent Street
Glasgow
G2 5RJ

Stationery and Sundries

Bottled water, paper and pens are complimentary for Boardroom meetings.

Bookings & Enquiries

Completed booking forms and enquiries should be directed to:

Fiona McCallum
College Administrator
Royal College of Physicians and Surgeons of Glasgow
232 - 242 St Vincent Street
Glasgow
G2 5RJ
t 0141 221 6072
f 0141 221 1804
email fiona.mccallum@rcpsg.ac.uk
www.rcpsg.ac.uk

A PDF format of this form is available on request.

Enquiries are welcome and you are invited to visit our premises for further information.