

INFORMATION FOR DELEGATES USING AIRPORT CONFERENCE ROOM AND MEETING/TRAINING ROOM

ON ARRIVAL

The Conference Room and the Meeting/Training Room are situated on the first floor of the Terminal Building, which can be accessed by either the staircase or via the lift.

The Conference Room is located on the right, past the Café Ritazza counter and down the corridor, which is the first door to the left. Signage is present.

The Meeting/Training Room is located on the left, opposite the Café Ritazza. Signage is present.

Delegates requiring directions to either the Conference Room or the meeting/Training Room are asked to present themselves on arrival to the Airport Information Desk (situated in the airport arrivals concourse).

If the desk is closed then please ask the forecourt attendant to call the Terminal Duty Officer. (TDO)

CAR PARKING

The Room Hire rate includes free parking. You are kindly asked to give your car park ticket to the TDO who will then make arrangements for you to exit the car park without payment.

IN THE EVENT OF FIRE ALARM ACTIVATION

Should at any time the fire alarm sound whilst in attendance at the Conference Room or the Meeting/Training Room, all delegates are asked to make their way as quickly, but calmly, as possible to the assembly point situated to the south of the new car park entrance. (car park barriers)

The lifts should not be used in the event of a fire alarm sounding.

Airport staff will also be on hand to direct you to the assembly point.

Your nearest fire exit escape from the Conference Room is to turn left out of the Conference Room and left again. The nearest fire exit from the Meeting/Training Room is down the main central staircase.

TOILETS

There are toilet facilities either adjacent to the Conference Room kitchen, or in the airport concourse. Disabled and baby change facilities are available either side of the main café area.

INTERNET FACILITIES

An internet café area is located on the first floor.

ASSISTANCE

Further advice and assistance can be sought by calling Extension 2167 from the Conference Room or Meeting/Training Room telephone.