Verdon Smith International Seminar Room
Booking Policy and Process 2023-24

The Verdon Smith International Seminar Room in Royal Fort House is managed by the International Research Development team as a resource for their international visitors. Recognising the move towards more virtual and hybrid activities in the wake of the pandemic and in line with the University's pledge to address the climate emergency, in 2022 the IRD team funded extensive improvements to the audio-visual facilities in the room to enable more effective virtual international collaboration. The room now features a large new 86" Interactive Display Screen Ultra HD screen with integrated video conferencing cameras and microphones a PC and lectern with control panel, and has capacity for **up to 20 people** for a non-hybrid event, and we would recommend no more than 7-8 people for a hybrid meeting or seminar

The IRD team recognise that a range of colleagues across the University may be interested in using this room with its upgraded facilities and capacity for hosting hybrid, international activities. The IRD team are therefore able to accommodate some bookings from other members of the University wishing to undertake international collaborative work. This will need to be managed to ensure that the room maintains sufficient levels of availability for the IRD visitors to use the space when they need to, however, and also to ensure that the room is maintained in a good standard of repair. Please see more details below on the booking policy and process.

Please be aware that this is a meeting/seminar room, if you are looking to hold an interactive workshop or teaching-type activity you should consider using one of the central teaching spaces which is set up to support hybrid teaching. Please visit the Digital Education Office's Hybrid Teaching page:
Hybrid Teaching | Digital Education Office | University of Bristol

A set of written guidance notes for using the AV equipment will be available in the room. Please note that we are not able to provide further technical support, you may be able to get help from the IT service desk if they have capacity on the day – if you experience any problems, you can try contacting them. Please therefore allow time at the start of your activity to familiarise yourself with the guidance provided in the room, and to set up the equipment as required.

Booking policy

The Verdon Smith International Seminar Room is intended primarily for the use of international visitors and their hosts through the International Research Development schemes. It is also available for UoB staff to request for international-focussed activities. Priority will be given to activities which require the AV equipment to engage with international partners, as we recognise that rooms with these facilities are limited in the University. At the time of booking you will therefore be required to provide information on the nature of your event and the type of attendees, so we can determine whether it is a suitable use of the room.

If you are a colleague based in Royal Fort House and/or staff member from the URIs/SRIs there are some additional circumstances under which you are able to make a booking. Please get in touch via ird-office@bristol.ac.uk with any queries.

Booking requirements

When making a booking request you must please:

- Read this document fully, and accept the conditions outlined here.
- Submit a booking request via the process below and receive confirmation direct from the IRD team. Your booking is not confirmed until you receive this.
- Allow extra time in your booking window to allow for setting up and clearing down the room before/after your activity. For example, if your event is due to finish at 15:30 we recommend booking the room until 15:45, to ensure the room is clear and ready before the next users arrive.
- Ensure your in-person attendee numbers are compliant with the current room capacity, we recommend a maximum of 20 people.
- Check whether any of your attendees have accessibility requirements, and make the necessary arrangements to accommodate them. Please be aware the room can only be accessed via stairs, so you may need to find an alternative room for your activity if any of your attendees are disabled.
- Consider visiting the room in advance of your activity, to familiarise yourself with the space and facilities. Please contact ird-office@bristol.ac.uk to check when the room is available.

Prior and during your activity please:

- Be aware that the building is UCard access only (main entrance and first floor landing) and there is no resident porter, it is the organiser's responsibility to inform attendees to bring their UCards and to ensure they can access the room. We recommend that the lead organiser checks they can access the room using the card reader on the first floor landing prior to the event or meeting taking place.
- Respect the room and the other building users.
- Contact IT services if you encounter technical difficulties – ***please do not disturb colleagues working in nearby offices***. Contact details are provided on the AV guide in the room.
- Close the door once the activity starts, to limit noise disturbance.
- Make participants aware of where the toilets are situated and ensure they take their UCards with them. Toilets are located on the ground floor (turn right at the bottom of the stairs and head towards the main entrance).

Before you leave the room at the end of your booking you must please:

- Clear any rubbish, spills or other debris from all surfaces and dispose of appropriately. There is a sink at the end of the corridor if needed.
- Ensure windows are closed.
- Ensure the furniture is returned to the standard layout if you have moved any of the tables or chairs.
- Ensure the lights and equipment have been switched off.

- Ensure the AV guidance document is left on the lectern, ready for the next person to use.
- Ensure you have fully vacated the room by the end of your booked time.
- If you have provided catering, you will need to dispose of any food and/or other waste items using the bins provided in the room.
Please note that due to strict fire evacuation guidance we are not allowed to leave anything in the corridor outside of the room for collection by the catering company. Please leave anything to be collected under the stairs on the ground floor by the rear access door.

If the room is not left in a suitable state after your activity or other issues are reported to us, we reserve the right to deny future booking requests.

Making a booking

To make a booking request please email ird-office@bristol.ac.uk with the following information

Lead organiser	
School/Faculty	
Activity title	
Date of activity	
Start/end time	
Type of activity	*E.g. Meeting, Seminar, Workshop*
Format of activity	*E.g. In-person or hybrid*
Number of attendees (physical)	
International partnerships	*Please outline the international partnerships aspects of your activity. For example, whether international participants will be dialling in. Max 50 words.*

Only booking requests received and approved via the above process will be confirmed.
A member of the team will provide confirmation via email, and will add an appointment to the lead organiser's calendar. Your booking is not confirmed until you receive this.

Please do not attempt to book the Verdon Smith via Outlook calendar, as these booking requests are not valid.