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**George Pickering Education Centre and The Teaching Suite**

**Room Bookings Form, Monday to Friday**

**This form comes into effect from 1 April 2015 (updated 14 December 2015)**

Room booking availability can be checked online at:

[**http://ouh.oxnet.nhs.uk/resources/pages/roombookings.aspx**](http://ouh.oxnet.nhs.uk/resources/pages/roombookings.aspx)

 **Part 1 – Room Bookings**

|  |  |
| --- | --- |
| **Date of Meeting:**Before completing, check page 3 to see how far in advance you can book. |  |
| **Title of Meeting:**This should be the same as the title given to attendees |  |
| **Number of people to attend:** |  |
| **Desired room:*** See page 4 for their capacities, layouts and equipment.
* Please indicate if you want 2A/B or 4A/B joined together or separate.
* The Centre does not provide AV or other support for the Teaching Suite seminar rooms.
 |  |
| **Booking start and end times:*** This form is for bookings Monday to Friday. Please use the Weekend Bookings form for activities at the weekend.
* Please include any setting up or clearing away time you may need.
 |  |
| **Type of activity: Delete as appropriate****SELECT ONE OPTION ONLY PLEASE.**Education and Training for junior doctors, GPs, dentists, undergraduate medical students and educational supervisors **specifically refers to GMC education and training requirements and/or the undergraduate and postgraduate curricula** | Education and Training * junior doctors
* GPs
* dentists
* undergraduate medical students
* medical educational supervisors
* other clinical groups
* non clinical groups
* non Education and Training
 |
| **Group: Delete as appropriate**See page 3 for Group details | * A, B, C, D
 |
| **Type of group: Delete as appropriate****SELECT ONE OPTION ONLY PLEASE.** | * Dental
* General Practice
* Medical
* Medical School
 | * Oxford University (not medical school)
* Trust – Corporate
* Nursing
* Other – please state
 |

**Part 2 – Your Details**

|  |  |
| --- | --- |
| **Organiser's name:** |  |
| **Organiser's tel:** |   |
| **Organiser's email:** |   |
| **Alternative contact name:**This is in case we need to make contact in the primary organiser’s absence |   |
| **Alternative contact tel:** |   |
| **Alternative contact email:** |   |

**Part 3 - Other**

|  |  |  |
| --- | --- | --- |
| **How you found out about the centre:****Delete as appropriate** | * Previous user
* OUH website
 | * Word of mouth
* Other (please state)
 |

The Trust Board requires that all staff declare all and any acceptances of gifts, hospitality, consultancies, sponsorship and support for travel, education and training.

The policy reflects the governance arrangements within the Trust and is in line with the code of Conduct and Accountability and the Standards of Business Conduct for NHS Staff.

|  |  |
| --- | --- |
| **Please give name and company if this meeting is being sponsored.** |  |
| **Please specify the type of support the company is providing e.g. hospitality, support for education and training – lecturer’s fees, travel** |  |
| **Please list any gifts that have been given to you by the company. Please include a value if known** |  |

I have read, understand and agree to be bound to the Terms and Conditions and the information and on behalf of my organisation/company/department/ward etc.

Name (please print) ……………………. Date …………...

**\*End of Form\***

 **Please return this form by email**

Incomplete Forms will be returned

Please also make sure you have read the Terms and Conditions

**Please return this form to: Ash Hennessy (Monday-Wednesday) or Colin Stiles (Thursday-Friday)** **Jredcentre@ouh.nhs.uk**

**Tel: 01865 221865**

**Guide to Booking Rooms**

**1 Timescales**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group** | **Room** | **Room** | **Room** |
|  | **Lecture room,****Seminar rooms 1, 2a, 2b, 4a, 4b** | **Margaret Davidson Room,****Seminar room 3****Meeting room 2** | **Meeting Room 1** |
| **Group A**Teaching / training / examining for medical students, junior doctors, dentists, GPs and educational supervisors**In line with GMC requirements and/or the undergraduate or postgraduate medical curricula** | **24 months** | **24 months** | **1 week** |
| **Group B**Other OUH / Medical Sciences Division clinical teaching eg nursing, allied health professions | **12 months**  | **12 months** | **1 week** |
| **Group C**Non education and training eg interviews, management meetings, Morbidity and Mortality meetings, Multi Disciplinary team meetingsPatient education | **1 month**  | **6 months**  | **1 week** |
| **Group D*** Any profit-making event or event on behalf of a profit-making organisation. **This includes rooms for the above activities.**
* Any events (non profit) held outside of the centre, but wishing to use to use Education Centre for catering Any non OUH /Med Sci Division Group
* Any Charities or Associations
* Kadoorie Centre
* Groups using the rooms purely for catering when the meeting is being held elsewhere
 | **Contact the Centre** |  **Contact the Centre** |  **N/A** |

|  |
| --- |
|  **Sponsorship and Marketing within the Centre** *All marketing activity, (e.g. attendance by a company representative, distribution of promotional material, oral presentations on behalf of commercial organisations) will incur a charge and must be declared to the Centre Management****. In these circumstances the company representative will be charged however, if not declared, the group making the booking will be charged.***  *Contact the Centre for information on charges.* |
|  Although bookings within each group will normally be taken on a first come, first served basis, where difficulties arise the ability of users to access alternative accommodation may be taken into account. A list of alternative meeting and teaching facilities on the John Radcliffe site is available on the OUH intranet site: [**http://ouh.oxnet.nhs.uk/resources/pages/roombookings.aspx**](http://ouh.oxnet.nhs.uk/resources/pages/roombookings.aspx) |

1. **AV equipment, size of rooms and layout\***

**George Pickering Education Centre**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Lecture Style** | **Classroom Style** | **Boardroom Style** | **Informal Seating -****chairs around coffee tables** | **Grading of Room** |
| **Lecture Room** | **60** |  |  |  | **Gold** |
| **Seminar Room 1** |  |  | **20** |  | **Silver** |
| **Seminar Room 2A**  **\*\*** | **32** |  |  |  | **Silver** |
| **Seminar Room 2B**  **\*\*** | **45** |  |  |  | **Gold** |
| **Seminar Room 3**  |  |  | **20** |  | **Silver** |
| **Seminar Room 4A**  **\*\*** | **32** |  |  |  | **Gold** |
| **Seminar Room 4B**  | **32** |  |  |  | **Silver** |
| **The Margaret Davidson Room** |  |  |  | **16****Standing room @ 12** | **Bronze** |
| **Meeting Room 1** |  |  | **10** |  | **Silver** |
| **Meeting Room 2** |  |  | **10** |  | **Silver** |

Rooms (2A and 2B) and (4A and 4B) can be joined together to create a bigger room.

\*\* These rooms have an induction loop for hearing aid users.

The layout of the rooms cannot be changed. If users decide to change the layout of the rooms, they must be put back to the way it was on arrival.

* Gold – Fixed lectern including data projector, Mac (users will need to bring any necessary adapters). PC
* Silver– portable lectern, data projector
* Bronze– no AV equipment

**Teaching Suite**

Seminar Room1 – this is normally set up in classroom style with a capacity of 45

Seminar Room 2 – this is normally set up in boardroom style with a capacity of 25

There is no support from the George Pickering Education Centre for these rooms. It is the responsibility of the use to organise room layout, swipe card access to the room and to ensure the equipment provided in the room is suitable for their needs. There is also usually not a laptop computer in Seminar Room 2.

Support for the Teaching Suite rooms, other than AV, is provided by Carillion on x 40404.

1. **AV Support**

1 For videoconferencing or the video system link, it is the responsibility of the organiser to contact Oxford Medical Illustration (OMI) at least a month in advance.

2 There is no AV support outside of 8.30-16.30 Monday-Friday unless agree with OMI in advance.

3 Users should make sure that they are familiar with the equipment they will be using and any equipment which is brought in eg laptops are compatible with the AV equipment in the rooms.

4 The Education Centre will not support technical difficulties with AV equipment brought into the Education Centre from outside.

**Terms and Conditions with effect from 1 April 2015**

**These Terms and Conditions have been set by the Director of Medical Education and Medical Education Manager.**

**1 Bookings**

1 Bookings can only be made through the Education Centre.

2 Forms received prior to the stated timescales for the appropriate group will not be processed and will be returned.

3 Provisional bookings will not be made

4 All forms must be emailed. Paper copies will not be accepted.

5 The Centre will confirm by e-mail that the room has been booked. **If you do not receive an e-mail, do not assume that a booking has been made but contact the Centre to check.**

1. The Education Centre will allocate the smallest room, where possible, to maximise use of

 the Centre.

1. All participants must be aware of the details agreed for the meeting, and are bound by
2. these Terms and Conditions, whether or not they have made the booking.
3. The Centre has the right to refuse bookings if it is felt that the meeting does not reflect the

 values of the Oxford University Hospitals NHS Trust/Health Education Thames

 Valley/Oxford University.

1. **Cancellations**
2. Cancellations must be notified to the Centre by e-mail.
3. At least 21 days notice must be given in order to cancel a meeting, otherwise the Centre

 reserves the right to charge for the meeting room.

1. If the Group does not arrive within 30 minutes of the start time, the room will be

 reallocated.

**3 Charges**

1 Charges will apply where there is sponsorship and/or marketing and/or profit making.

2 VAT will be charged to external organisations.

3 The charges contribute to the upkeep of the Education Centre.

4 The charge is a flat rate fee of 150 pounds plus VAT.

**4 AV Support**

1 For videoconferencing or the video system link, it is the responsibility of the organiser to contact Oxford Medical Illustration (OMI) at least a month in advance.

2 There is no AV support outside of 8.30-16.30 Monday-Friday unless agree with OMI in advance.

3 Users should make sure that they are familiar with the equipment they will be using and any equipment which is brought in eg laptops are compatible with the AV equipment in the rooms.

4 Users are responsible for checking the compatibility of their presentations and embedded video or audio files with the currently installed operating system in the Education Centre.

5 If using your own IT equipment, users need to ensure they are familiar with connecting the equipment to projection facilities and supply the correct leads and/or adaptors to do so.

6 The Education Centre will not support technical difficulties with AV equipment brought into the Education Centre from outside.

**5 Training Rooms and Equipment**

1 Equipment/furniture must not to be removed from the room unless agreed with the Education Centre.

2 If you require items of furniture or equipment which are not kept by the Centre you will need to inform the Centre and arrange the moving of equipment. All additional furniture and equipment must be removed on the same day as the meeting.

3 Rooms are to be left tidy at the end of each session. Organisers are responsible for removing food, crockery, glasses and waste paper. Windows must be closed, lights must be turned off and the door must be locked.

4 It is the responsibility of the people whose name are on the booking form to ensure that all catering is removed from the room by the end of the meeting and disposed of and that all floors and chairs are left clean and tidy so that the cleaner can clean in the room.

**6 Health and Safety**

1 The Centre is unable to accept liability for any loss of, or damage to, personal property of users of the Centre. Items of personal value should not be left in the Centre at any time.

2 Smoking is forbidden throughout the Trust.

3 All fire exits, walkways to fire exits, and corridors must be kept free of furniture and equipment all times.

4 Each room will have an information sheet with information on it such as where the First Aid box is kept, nearest fire exits are etc.

**7 Other**

1 The Education Centre will not undertake photocopying for any meetings or allow their photocopier to be used. Please use the photocopying facilities at the Print Room in Oxford Medical Illustration where some photocopying may be done for free. Contact details for the Print Room are 01865 221390.

2 The Education Centre cannot help with catering enquiries and will be unable to advise you who to book catering through.

3 It is the discretion of the Education Centre Manager as to whether catering is allowed in the room

4 The Education Centre will not be responsible for lost property. Valuable items found will be taken to Security by the end of the day. Non valuable items, including clothing will be disposed of after 2 weeks.

5 **Failure to abide by the above terms and conditions will lead to the Organiser/room user/organisation/department etc being charged or having future booking requests declined.**