

## Conferencing and Meeting Facilities



Introducing state of the art conferencing facilities from Edinburgh Office.

Conveniently located in Forth street near the Edinburgh Playhouse, just a short walk from Waverley station, our facilities have just been completely refurbished to ensure that you can make use of the newest technologies in professional yet attractive surroundings.

We have three state of the art meeting rooms to suit all your meeting and conference requirements, featuring the latest in plasma or projection displays, air conditioning and mood lighting; all of which provide that quality feel to your meeting venue. Notepads, pens and chilled mineral water are included as standard.

If you want to offer your delegates that little bit more, we can offer a variety of catering options including tea and coffee, sandwiches or buffet lunch. Please specify your requirements when making your booking.

### Conference Room

Seating up to 50 theatre-style or 30 classroom-style, this room is ideal for presentations, training courses and larger meetings.

Our conference room features a data projector which you can connect to your laptop for a presentation, as well as DVD and video for a full wall projection.

We can set up the room layout according to your preference, whether it is theatre style, classroom, board room, U shape or simply a clear floor!



### Room

With round table capacity for four people, this room is ideal for small informal meetings and interviews.

### Board Room

Ideal venue for meetings for up to 10 people.

Our comfortable board room features a 50" plasma screen and is ideal for meetings, presentations and team briefings.

### Interview



***Your friendly, central venue for conference and meeting facilities.***

	Conference Room	Board Room	Interview Room
<b>Boardroom Style Capacity</b>	30	10	4
<b>Theatre Style Capacity</b>	50	-	-
<b>Room size:</b>	81.56 sq m	17.18 sq m	11.10 sq m

#### Room Facilities:

Air Conditioning	✓	✓	
Blackout		✓	✓
Conference Telephone	✓	✓	✓
DDA Compliant	✓	✓	
Natural Daylight	✓	✓	
Power Points	✓	✓	✓
Wi-Fi	✓	✓	✓

#### Presentation Tools:

50" Plasma		✓	
Data Projector	✓		
DVD & Video	✓	✓	
Flip Chart	✓	✓	✓
Overhead Projector	On request	On request	On request
Whiteboard	✓	✓	✓

#### Room Hire:

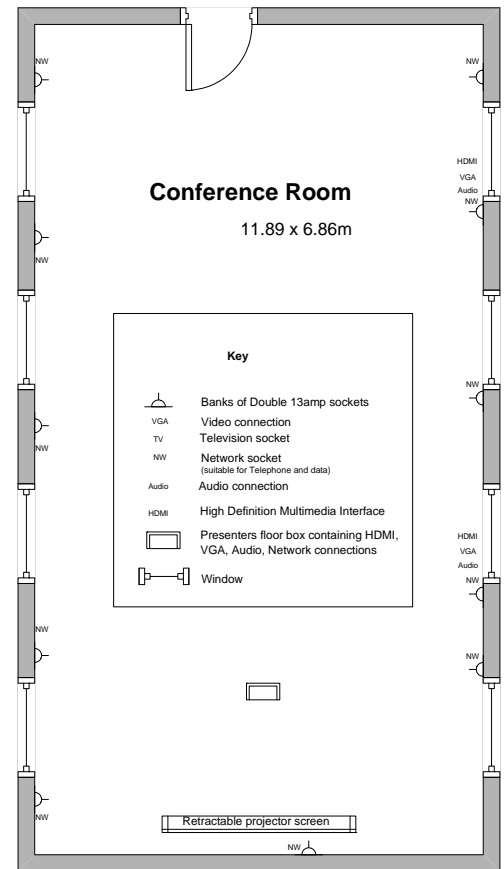
Day Rate (8.30am – 5pm)	£225	£150	£50
½ Day Rate (4 hr)	£160	£105	£35
Hourly Rate	£45	£30	£10
Evening Rate (6pm-10pm)	£90	£60	£20

#### Plasma/Projector Hire:

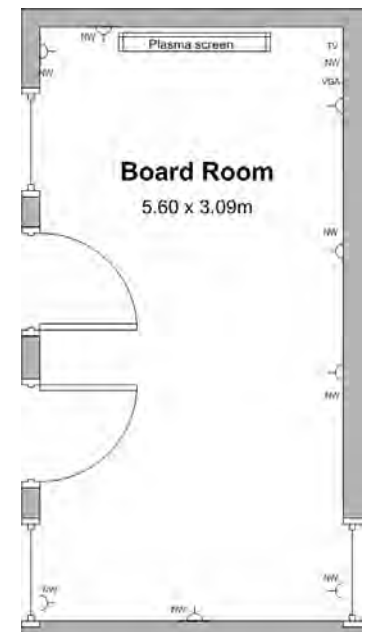
Day Rate (8.30am – 5pm)	£50	£50	-
½ Day Rate (4 hr)	£35	£35	-
Hourly Rate	£10	£10	-
Evening Rate (6pm-10pm)	£20	£20	-

#### Internet Connection:

Day Rate (8.30am – 5pm)	£20	£20	-
½ Day Rate (4 hr)	£15	£15	-
Hourly Rate	£5	£5	-
Evening Rate (6pm-10pm)	£10	£10	-



**Floor boxes ensure that power, Cat6, HDMI, VGA and Audio sockets are always close at hand.**



Booking is easy, just call us on 0131 550 3700, send us an email or book online at [www.edinburghoffice.co.uk/conference](http://www.edinburghoffice.co.uk/conference).