

Information for Conference Organisers

For all Lecture Theatres & Meeting Rooms in 76 Portland Place

If you require any general assistance including any Technical Assistance, please call:

Venue Manager 4871

The Rutherford Conference Centre is located on the ground floor, and the catering suite is situated on the lower ground floor. All refreshments are served in this room unless other arrangements have been booked

The cloakroom and toilets, including a disabled toilet, are situated on the lower ground floor. The cloakroom is not manned unless an attendant has been pre-booked.

Meeting Rooms on the 1st Floor

Faraday & Guthrie Rooms are located on the first floor, all refreshments are served in the room unless other arrangements have been booked

The Phillips Room is located on the first floor; all refreshments are served in the catering area to the rear of the Phillips Room.

The toilets are situated on the stair landings. Disabled toilets are situated in the basement.

HOUSEKEEPING RULES

This is a non-smoking building, if you decide to go outside the front of the building to smoke, please use the bin provided and do not congregate near to the private residence on the left-hand side of the building.

FIRE ACTION

If the bell rings (one continuous ring) please follow through the FIRE EXIT DOORS and make your way round to the front of the building. Please report to the assembly point outside RIBA at 66 Portland Place.

Please note that any broken equipment or fixtures will be charged for.