

INFORMATION FOR DELEGATES USING AIRPORT CONFERENCE ROOM

ON ARRIVAL

The Conference Room is situated on the first floor of the Terminal Building, which can be accessed by either the staircase or via the lift. Once on the first floor delegates should proceed to the right, past the Café Ritazza counter and down the corridor to the Conference Room, which is the first door to the left. Signage is present.

Delegates requiring directions to the Conference Room are asked to present themselves on arrival to the Airport Information Desk (situated in the airport arrivals concourse) and ask for the Conference Room

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, 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 is to turn left out of the conference room and left again.

TOILETS

Toilets are adjacent to the conference room kitchen. 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 phone.