WELCOME TO IET LONDON: SAVOY PLACE

The Institution extends a warm welcome to IET members and their guests and hopes your time at IET London: Savoy Place is both enjoyable and productive. The Institution has introduced the following Terms of Use for facilities at Savoy Place, which are known as The Faraday Centre, to help ensure that this is the case for everyone.

THE FARADAY CENTRE - TERMS OF USE BY MEMBERS

These guidelines outline responsibilities and provide guidance for IET members wishing to use these facilities. The facilities should be used in a manner that is legal, fair, and appropriate and not to the detriment of others.

These terms of use extend to IET members and visitors. Members’ guests may access the Faraday Centre but not access member only benefits.

IET members benefit from the following:

- Free use of the tea and coffee station
- A discount of 10% on freshly prepared products in the Faraday Kitchen
- A discount of 20% on other bookable rooms where a charge is levied
- A limited number of devices are available to assist members in their research
- A limited amount of printing/photocopying is available

Savoy Place is open for members and guests as follows:

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<th>Facility</th>
<th>Opening Hours</th>
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<tr>
<td>Faraday Centre</td>
<td>Monday to Friday 8.30am to 6.30pm</td>
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<td>Faraday Kitchen</td>
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<tr>
<td>Hopper Meeting Room</td>
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<tr>
<td>Faraday Kitchen</td>
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<td>Ayrton Room</td>
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<tr>
<td>Knowledge Centre &amp; Library</td>
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*Free for members only for up to 2 hours per day and twice per week subject to fair use policy. Pre-booking advised

*The above IET member benefits are for members only, not their guests or independent visitors.

- Savoy Place is closed at weekends, bank holidays and between Christmas and New Year. We may also amend opening hours on an occasional basis. These amendments will be advertised in advance.
SECURITY

- Members are required to comply with the security arrangements in operation throughout IET London: Savoy Place. Members visiting the Faraday Centre are required to sign in and out electronically via the registration desk and wear a member’s lanyard. This can also be achieved by using a QR Code that may be printed on your membership card. Please note that QR codes need to be renewed annually.

- Guests of members are required to sign in and out at the Faraday Centre registration desk and wear a visitor badge and lanyard. Please return them at the conclusion of the visit.

- Members are responsible for their guests who should not be left unaccompanied.

- Members are responsible for their own personal belongings and must not leave such items in meeting rooms, at tables or in the lounge. Items left unattended may be removed. Lockers are provided for members to use within the Faraday Centre. Items can be left in lockers during the day, but not overnight. All lockers will be emptied by security at 6.30pm.

- Members can meet up to five guests within the Faraday Centre when holding a meeting in the members lounge or meeting spaces.

REFRESHMENTS

- The tea and coffee station is complimentary for IET members only and it is provided to be consumed within the Faraday Centre. Guests of members may purchase coffee/teas in Faraday Kitchen. Please report any problems regarding the coffee machine to Faraday Kitchen.

- Members may pre-book tables in the Faraday Kitchen (in the Brasserie) for lunch when dining from the 2-3 course à la carte menu. Groups can include members and guests with a maximum table size of eight (including the member). Pre-ordering may be required for parties greater than six.

- The ‘grab and go’ and hot dish of the day lunches do not require table bookings. The Faraday Kitchen should have sufficient space to accommodate these visits; however tables are first come first served. Please note that the Brasserie tables are only available with confirmed bookings and guests are requested to order from the à la carte menu.

- We request that hot food is not consumed in the lounge areas and communal tables, this reduces the risk of spillages and the smell disturbing other members who are studying or networking. No food should be consumed in the Knowledge Centre.

- Members receive a 10% discount on freshly prepared food in the Faraday Kitchen. This does not include confectionery, snacks, soft drinks or alcoholic drinks.

- Food and drink items delivered to a meeting room are for the use of invited participants only.

- Members and guests must not bring their own food and drink into Savoy Place without prior agreement. External catering is not permitted.
TERMS OF USE

BEHAVIOUR AND CONDUCT

- Members are asked not to commit any disturbance, damage or interference to the premises or meetings being held at Savoy Place and are required to comply with all reasonable requests of IET Staff. Members must respect other people’s privacy and be considerate when making phone calls or using video conferencing.

- All members must agree to abide by the Rules of Conduct. Members re-affirm their commitment to the Rules through the annual renewal of their membership. The Rules of Conduct are defined by members for members and are reviewed regularly to ensure they remain relevant.

- Persons in any category of membership shall at all times uphold the dignity and reputation of their profession, act with fairness and integrity towards everyone with whom their work is connected, and towards other members and safeguard the public interest in matters of health, safety, the environment and otherwise.

FACILITIES

- Laptops / tablets are provided to members as a facility to enable them to carry out research. (subject to fair use policy) Unfortunately the computers are not for use by non-members. MFDs (printing, scanning and copies) can be requested through the Faraday Centre Assistants.

- Loan laptops / tablets are only for use within the Faraday Centre and are not to be taken elsewhere in the building.

- Event rooms and the Johnson Roof Terrace at Savoy Place are chargeable and are for the use of members with a confirmed reservation. Rates and other booking details are available online at www.savoyplace.london/members. IET members are entitled to a 20% discount when booking event rooms for personal use.

- The Johnson Roof Terrace is accessible to IET members on the days advertised in the Faraday Centre – access is free, however the terrace is not open to the public. An access card can be obtained from the Faraday Centre Assistants. Food and drink is not permitted on the roof terrace. Dates and opening times can be found on our website.

- The IET reserves the right to restrict member access to facilities should the space available be oversubscribed.

- Cloakroom facilities, unsupervised, are provided for IET members and their guests on the Lower Ground Floor.

- Foldable bikes (Brompton and similar) can be stored during the day on the lower ground floor using the bike lockers provided. A key can be obtained from the Concierge.

- There are two showers available for members within the Lower Ground Floor. Access to these showers is via an access card obtainable from the Faraday Centre Assistants. Members may bring their own towels and toiletries or the IET can supply a towel for a small charge (toiletries are not offered).

- To avoid disappointment pre-registration may be required for some special events.

- Any type of filming, recording or photography in IET London: Savoy Place is prohibited without prior permission.

- The Knowledge Centre and Library at Savoy Place is a place for quiet study, reading and research. Members and guests must make sure that they do not disturb other users. Please do not use mobile phones in this area. Access to the Hopper Room, Ayrton Room and member Meeting Booths are all on a first come first served basis. They can be booked up to 21 days in advance and for up to 2 hours per day twice a week. Details of how to book these rooms appear on page 7. Other spaces in the Faraday Centre are not bookable.

- Savoy Place does not have postal facilities for members; however the Faraday Centre Assistants can direct members to the nearest post office. Savoy Place staff are not permitted sign for deliveries of parcels and post.

- The Faraday Centre within Savoy Place is intended for the shared use of all IET members. To ensure fair use to all, IET members are not permitted to run their own businesses from the premises or use the facilities as their regular office.

Any type of filming, recording or photography in IET London: Savoy Place is prohibited without prior permission.
Persons in any category of membership shall, in addition, exercise their professional skill and judgement to the best of their ability and discharge their professional responsibilities with integrity. They shall encourage the vocational progress of those in their professional charge

Members must respect other people’s privacy

Where events are taking place in Savoy Place rooms, access is for registered delegates only. They are not open for IET members or their guests unless they are confirmed delegates of the event

Unauthorized access, inappropriate use or malicious activity on the Faraday Centre laptops / tablets should be reported to a Faraday Centre Assistant or to the Duty Manager

USE OF IT EQUIPMENT

Faraday Centre laptops / tablets are for member use only – not their employees, interns, guests or clients. They can be used for up to 4 hours per day

Members are responsible for all activity on the Faraday Centre laptops / tablets which is initiated during the time they are using them

Faraday Centre laptops / tablets are provided to enable members to access the IET website, other engineering-related websites and to check their email. It is not a facility for members to run their own businesses from (eg consultancies)

Data is cleared from the hard drives of all laptops / tablets at the end of each day

Members must act in a manner that will not damage the computer facilities (hardware, software, and data) nor disrupt any services. Any accidental damage or disruption must be reported to Faraday Centre Reception as soon as possible

Members must comply with the provisions of the General Data Protection Regulation (EU) 2016/679 (as applicable), the Privacy and Electronic Communications (EC Directive) Regulations, and codes of practice issued by the Information Commissioner from time to time (all as amended, extended, re-enacted or replaced from time to time)

To minimise security risks members must not upload or download software onto the Savoy Place computer systems

Members should consider all information accessed via the laptops / tablets as private. The ability to read or alter information accessed does not imply permission to do so. Members must not read or alter information without explicit permission

Other than for lawful research purposes, members must not use the computing facilities for the creation, display, production, or propagation of material which falls into the following categories:

- grossly offensive
- indecent
- of a menacing nature
- or intended to mislead or misinform and thereby cause annoyance, inconvenience, or needless anxiety in another

Much of the software used on the computer systems is copyrighted and is used under license agreements. Members must not take copies of or modify licensed software unless authorized to do so

The use of the Savoy Place computer facilities or Faraday Centre laptops / tablets for commercial gain is not permitted

Complimentary printing and photocopying is available up to a maximum of 5 pages per member per day either in A4 or A3. Larger volumes of printing can be made at a small fee per sheet

The IET reserves the right to suspend access to the computer facilities pending investigation of an alleged breach of these guidelines. The IET reserves to right to review the usage of IET laptops / tablets
HEALTH, SAFETY AND FIRE INSTRUCTIONS

– Fire Exits are to be used in an emergency only
– Members are required to acquaint themselves with the Fire Evacuation Procedure and pass this information to their guests. Fire instructions and fire escape routes are displayed throughout the venue. If in doubt please seek advice from a member of staff.
– In the event of an emergency evacuation members should leave the building by the nearest exit and make their way to the assembly point underneath Waterloo Bridge
– In the event of an emergency invacuation members and their guests should go to the Turing Lecture Theatre located on the 2nd floor and follow the instructions from IET staff
– Fire exits and routes must not be obstructed
– Smoking or Vaping is not permitted anywhere in the building.
– The Savoy Place fire alarms are tested each Friday, usually at 8.30am
– CCTV operates outside and inside of the building for the purposes of Health, Safety and Security

FIRST AID

– A First Aid Room is available. A First Aider can be contacted through Faraday Centre Assistants, Duty Managers or the Concierge team

TELEPHONES AND FURNITURE

– We ask members to be considerate when using equipment and furniture within the Faraday Centre. Members should not remove, rearrange or alter the available facilities and to report any faults to Faraday Centre Assistants
– Telephones within the meeting rooms are available for national calls. International calls are possible from these handsets only by prior arrangement

PRAYER ROOM

– We do not have a dedicated multi-faith prayer room however we will endeavour to provide a suitable area if required

DAMAGE AND EXCESS CLEANING

– Neither the venue nor the Institution accept any responsibility for any damage, loss, injury or other claim arising from the use and occupation of Faraday Centre meeting rooms or the provision of services. It is the member’s responsibility to cover any charges associated with the damage to Faraday Centre facilities, including excess cleaning if it is required
BOOKING THE MEETING SPACES OF THE FARADAY CENTRE

The Faraday Centre offers the following bookable spaces:

- Hopper Room with a maximum capacity of 5 people
- Ayrton Room with a maximum capacity of 6 people
- 4 Meeting Booths with a maximum capacity of 6 people in each booth
- The maximum capacities of the meeting rooms have been set in accordance to health and safety legislation and therefore should not be exceeded
- The two hour timeslots are pre-fixed starting at 8.30am
- Our bookable timeslots are: 8.30 to 10.30am / 10.30am to 12.30pm / 12.30 to 2.30pm / 2.30 to 4.30pm / 4.30 to 6.30pm
- There is no charge for the use of these rooms, but they are all bookable for a maximum of 2 hours at a time in accordance to the IET’s Fair Use Policy and limited to 2 sessions per week
- Bookings can be made:
  - Online at: [www.savoyplace.london/members](http://www.savoyplace.london/members)
  - With Faraday Centre Assistants in person
  - By phone 020 7344 8460
  - By email faradaycentre@ietvenues.co.uk
- Our meeting rooms and booths are designed for meetings lasting up to two hours, and to ensure fair use can be booked by members twice a week. If you are meeting as a group for more than 2 hours, please book one of our paid meeting rooms for a whole or half day. Groups of members who book concurrent slots in order to use a room for more than two hours will be asked to cancel some of their bookings. If you are not sure which room is suitable for your meeting, please contact the Faraday Centre Assistants
- Meeting rooms are only available to book up to 21 days prior to the meeting date. The member who books the meeting or for whom the meeting is booked must attend the event
- The Appleton and Bell meeting rooms can be booked by members for 6 or 10 people (including the member) for either a half or full day. Room hire charges will apply. The booking contract is between the member and the IET

FARADAY CENTRE IS NOT A BUSINESS CENTRE

The Faraday Centre within Savoy Place is intended for the shared use of all IET members. To ensure fair use to all, IET members are not permitted to run their own business from the premises or use the facilities as their regular office. The use of Savoy Place computer facilities or Faraday Centre laptops / tablets for commercial gain is not permitted

Members should use the venue and room hire facilities available when conducting training / lecture / company or board meetings which are chargeable. Members can benefit from up to 20% off the cost of room hire. Should you wish to book a room for longer or with flexible times, our Meeting & Events Coordinators on 020 7344 5479 will be happy to assist you

CANCELLATIONS

In the event of cancellation, members are asked to notify Faraday Centre Assistants on 020 7344 8460 or at faradaycentre@ietvenues.co.uk, wherever is possible members are asked to provide 24 hours’ notice of any cancellations. Any member who fails to provide a minimum of 24 hours’ notice on two occasions within a 6 month period may have the meeting room facility withdrawn.

In the case of ‘no shows’ the booking will be released to other members after 30 minutes

ACCEPTANCE

Members accept to adhere to the terms and conditions as stated above when booking Faraday Centre meeting spaces which may be withdrawn should it be required
IET venues

IET London: Savoy Place
T +44 (0)20 7344 5479
E savoyplace@ietvenues.co.uk
W ietvenues.co.uk/savoyplace

IET Birmingham: Austin Court
T +44 (0)121 600 7500
E austincourt@ietvenues.co.uk
W ietvenues.co.uk/austincourt

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