



FREQUENTLY ASKED QUESTIONS

TRAINING AND SMALL MEETINGS

We've put together a list of questions that we are frequently asked by clients about hiring a room for training or small meetings, and the answers to ensure you're as informed as possible.

WHAT AV IS INCLUDED IN THE SMALLER ROOMS?

All of our smaller rooms have at minimum a 65" Plasma screen included.

CAN I ADD A MICROPHONE?

The Watson- Watt and the Mountbatten Exhibition rooms include one lectern with microphone and a PA sound system, however a supplement of £65.00 + VAT will apply if you need to add one microphone.

WHERE WOULD CATERING BE SERVED?

For our small to medium rooms, catering is always served inside the meeting room and is discreetly set up by the catering team on a separate table at the side of the room.

IS WATER INCLUDED?

Bottled still water is included in the room hire.

CAN I HAVE A VIDEO-CONFERENCE IN ANY OF THE ROOMS?

Yes we're set up to accommodate video-conferencing and have a number of packages available [here](#). It will need to be organised with our AV team so please speak to an Event Co-ordinator.

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VENUES FROM: **IET**

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DO I HAVE TO REGISTER MY GUESTS?

Regardless of how many delegates you have (even if it's only 8-10), all delegates must be provided with a name badge or member lanyard, identifying the meeting being attended, which must be worn during the meeting.

IS THERE FREE WI-FI?

We're pleased to offer complimentary, fast and reliable Wi-Fi throughout Savoy Place. For access please connect to _IET-Guest and accept the terms and conditions in a web browser.

ARE FLIPCHARTS OR WHITE BOARDS INCLUDED?

Either one flipchart or one white board (depending of the room), is provided and included in the room hire.

WHAT STATIONERY DO YOU OFFER?

Writing pads and pens are available on tables and one flipchart is included in the room.

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