# Lecture theatres, meeting and seminar rooms in Department of Materials

<table>
<thead>
<tr>
<th>Name/Location</th>
<th>Facilities</th>
<th>Accessibility</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HR lecture theatre</strong>&lt;br&gt;Hume-Rothery Building&lt;br&gt;16 Parks Road&lt;br&gt;Ground floor&lt;br&gt;key access D1</td>
<td>Dual FHD projectors, two PC, doc-cam, plus hdmi/vga/wireless inputs roller whiteboard, sound, audioloop Smartboard left screen (no phone)</td>
<td>Steps+Lift</td>
<td>70&lt;br&gt;Covid 14(+2)</td>
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<tr>
<td><strong>BR lecture theatre</strong>&lt;br&gt;21 Banbury Road&lt;br&gt;Ground floor&lt;br&gt;key access D1</td>
<td>Dual FHD projectors, PC, doc-cam, VideoConf plus hdmi/vga/wireless inputs Rollerwhiteboard, sound, audioloop Smartmonitor, (no phone)</td>
<td>Front steps Rear lift</td>
<td>42&lt;br&gt;Covid 6(+1)</td>
</tr>
<tr>
<td><strong>HR Meeting Room</strong>&lt;br&gt;Hume-Rothery Building&lt;br&gt;Ground floor&lt;br&gt;key access reception</td>
<td>65” touchscreen, Win10 PC Chat160+webcam+Skype Polycom phone 73700 + Coffee Machine</td>
<td>Steps+Lift</td>
<td>15&lt;br&gt;Covid 6</td>
</tr>
<tr>
<td><strong>BR Conference Room</strong>&lt;br&gt;21 Banbury Road&lt;br&gt;First floor rear&lt;br&gt;key access D1</td>
<td>FHD short-throw projector, PC, doc-cam, plus hdmi/vga inputs, Chat160+webcam+Skype roller whiteboard, Speakerphone 273688</td>
<td>stairs</td>
<td>40&lt;br&gt;Covid 8(+1)</td>
</tr>
<tr>
<td><strong>ETB Committee Room</strong>&lt;br&gt;Eng. Technology Building&lt;br&gt;First floor (276.20.30) &lt;br&gt;open access</td>
<td>FHD projector, PC, doc-cam plus hdmi/vga/wireless inputs Chat160+webcam+Skype roller whiteboard, sound, Speakerphone 273797+ coffee machine</td>
<td>lift</td>
<td>30&lt;br&gt;Covid 6(+1)</td>
</tr>
<tr>
<td><strong>PR Meeting Room</strong>&lt;br&gt;12/13 Parks Road&lt;br&gt;First floor (195.30.07)&lt;br&gt;open access</td>
<td>FHD projector, AppleTV wireless HDMI/VGA inputs sliding whiteboards, Speakerphone 28208</td>
<td>stairs</td>
<td>25&lt;br&gt;Covid 6</td>
</tr>
<tr>
<td><strong>RR Meeting Room</strong>&lt;br&gt;Rex Richards Building&lt;br&gt;Level 3 (271.40.11)&lt;br&gt;open access</td>
<td>75” monitor (non-touch), PC plus hdmi/vga inputs, Chat160+webcam</td>
<td>lift</td>
<td>12&lt;br&gt;Covid 6</td>
</tr>
<tr>
<td><strong>RR Seminar Rooms 1A+1B</strong>&lt;br&gt;Rex Richards Building&lt;br&gt;Level 2 (271.30.04A/B)&lt;br&gt;open access</td>
<td>(Both rooms) 75” touchscreen, PC Chat160+webcam+Skype (wall speakers in one room for when both rooms are joined)</td>
<td>lift</td>
<td>12&lt;br&gt;Covid 6</td>
</tr>
</tbody>
</table>
All,

With the gradual return to onsite working ongoing, we have risk assessed the department’s meeting rooms and lecture theatres for 2m social distancing use and these risk assessments are now online at [Bookable Room Risk Assessments](#).

If you wish to use one of these rooms, please familiarise yourself with the specific risk assessment for that room, but the following principles underpin these assessments:

- Windows are to be kept open during use, wherever possible.
- The rooms will be cleaned by cleaning staff first thing in the morning.
- All users of the rooms are required to clean their hands immediately on entering the room. Suitable cleaning materials and hand gel will be provided.
- All users are required to wipe down equipment and other surfaces used using alcohol impregnated wipes provided, both prior to use and at the end of use.
- If any individual who has used the room develops Covid-19, you must immediately inform me.

The maximum capacities are as follows (in brackets) and these spaces can be booked in the usual way:

**Begbroke Hirsch Building**
Chapman Meeting Room 317.10.01a (2)

**21 Banbury Road**
Lecture Theatre 110.00.19 (6 plus presenter)
Conference Room 110.10.04 (8 plus presenter)

**Rex Richards**
Conference Room 271.10.06 (3)
Lecture Room 1 271.30.04a (6)
Lecture Room 2 271.30.04b (6)

**Hume Rothery**
Lecture Theatre 179.10.11 (14 plus up to 2 presenters)
Meeting room 179.10.07 (6)

**ETB**
Committee Room 276.20.30 (6 plus presenter)

**12/13 Parks Road**
Meeting Room 195.30.03 (6)

Many thanks,

Ian