

Information for external users of the BAUS Council Room

We would ask visitors attending meetings in the BAUS Council Room to respect that the BAUS office is a working environment. Please keep noise outside the Council Room to a minimum so that our staff are not disturbed.

If you need to take a phone call during the course of the meeting you are attending, please can you do so outside the BAUS offices (ie in the area immediately outside the lifts on the 6th floor). Again, this is to minimise disturbance to our staff. We will politely remind visitors of this in the event a telephone call is taken in main office area.

External visitors are not permitted to use the BAUS office telephones, photocopier or any other BAUS equipment without prior permission.

Please note the BAUS staff are unable to provide administrative or secretarial services to external meetings.

BAUS Council Room – equipment & facilities

- Your meeting organiser will have arranged AV for your meeting. We regret BAUS cannot provide any AV equipment (including laptops, cables etc) for external meetings etc. There is a TV screen which can be used for projection – and your meeting organiser should be familiar with its use. The BAUS staff cannot not provide IT or AV services or technical support for external meetings.
- There is a wi-fi connection which can be accessed by visitors – the log in details are available in the Council Room (on a flip chart sheet).

Catering & Consumption of Food & Drink

- Your meeting organiser is responsible for providing catering for your meeting. There are no catering facilities for committee meetings in the BAUS offices ie we cannot provide tea, coffee, bottled water (although there is a water cooler for individual consumption) or crockery.
- Please ensure that food is consumed in the BAUS Council Room and not in the BAUS office area.
- Your meeting organiser has been asked to ensure that all rubbish is completely cleared up at the end of the meeting. We would be grateful if you could leave the Council Room clean and tidy.
- The BAUS Kitchen Area is for use by BAUS staff only.

Thank you.

BAUS Secretariat