

# Meeting/Training/Conferencing facilities for hire with full fibre-optic support in central Milton Keynes

I'm looking for a place in central Milton Keynes to meet up with a few work colleagues.

I need somewhere confidential to talk to people scattered across the globe.

I need a site to organise training for my colleagues. What can you do for me?

Are you looking for an advanced meeting/training/conference room facility for your next business conference, team meeting, or internal training session, locally based in central Milton Keynes?

Look no further than the modern state of the art Institute of Acoustics meeting/training/conference room centrally situated on Silbury Boulevard.

We provide high speed broadband access with full Zoom conferencing facilities. There's ample space for up to 26 classroom style desks, with various flexible configurations to suit your needs.

## KEY FEATURES INCLUDED:

1. Available with varied seating configurations, including 26 full size classroom desks, or a roundtable configuration for up to 30 participants. Alternatively, the room can be sub-divided into two separate meeting rooms via a central partition.
2. Full Zoom conference speaking facilities are available with two large screen monitors, including a large classroom touch screen ideal for training purposes. Communications established using 256-bit TLS encryption, with shared content encrypted using AES-256 encryption. The Zoom Rooms app is secured with App Lock Code.
3. Electric floor connections for your laptops/tablets/chargers.
4. A series of Shure high spec microphones and speakers so that meeting conversations are heard equally well across the entire length and breadth of the room.

MEETING ROOM from

**£350** per day

depending on your specific requirements and subject to availability.

## OFFERING YOU:

A meeting room hire only with wi fi and teas/coffees all day

As above, along with a varied selection of sandwiches for lunch on site (price dependent on the number of delegates)

Additional Zoom conferencing facilities along with high speed internet access (add £50 for unlimited use during the day)

5. Speaker podium for presentations, with desktop computer.
6. Informal café style space for chat/relaxation available directly outside the room for lunch breaks. Local sandwich delivery service available, along with all day coffee/teas with biscuits.
7. Nearby restrooms, smoking area directly outside, and a park just behind the office, along with a large selection of restaurants/shops within a short walk.
8. A single parking space is available for the meeting organizer, there's ample paid for parking spaces available directly outside and nearby the premises. Milton Keynes train station is about a 20 minute walk away, or a 5 minute taxi ride.



#### Our terms and conditions:

1. The meeting/training/conference room is only available through advance booking directly with the Institute. For bookings, you can contact us on [marketing@ioa.org.uk](mailto:marketing@ioa.org.uk)
2. Bookings require either an advance deposit of 50% of the room cost at the time of booking, or by setting up a corporate account with us (please get in touch to set up your corporate account, further details can be obtained via [accounts@ioa.org.uk](mailto:accounts@ioa.org.uk) )
3. Full payment is required no later than 30 days after issue of invoice following the meeting session(s). The final invoice will be issued immediately following delivery of your meeting facilities
4. You will be entitled to a 100% cancellation refund if you cancel more than a month out, 75% two to four weeks out, 50% cancellation refund less than 2 weeks out, and within 48 hours requires forfeiting the entire payment
5. The Institute reserves the right to cancel any meeting/conference/training sessions taking place due to any unforeseen circumstances (in which case a full refund will be provided), or to eject any individual(s) due to their disruptive or any other inappropriate behaviour. There will be no refund should the meeting be cancelled under these circumstances by those using the facilities
6. Although there is no specific dress code, participants are asked to dress in a proper and suitable manner for an office environment
7. Any abusive behaviour towards staff or anyone on the premises will not be tolerated, and appropriate action will be immediately taken under such circumstances
8. This agreement will be governed by the laws of the United Kingdom



For further information, please contact:

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[www.ioa.org.uk](http://www.ioa.org.uk)