

## Evening Data Projector Booking Procedure

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If you require the use of a data projector and laptop after 4:30 in the afternoon or the weekend, we suggest the following procedure:

**In the first instance** please contact timetabling and try to organise your lecture in one of the following rooms, the rooms have a fixed data projector and PC already in situ.

Room	Capacity
Worcester	120
HB.1 (PC Lab)	20
MB.1.100	24
MB.1.101 (PC Lab)	24
MB.1.102	36
MB.1.104	30
MB.1.105	60
MB 1.106	50
MB 1.107	90
MB 1.150	78
MB 1.22	24
MB 1.26	60
MB. 162	150
MB164 (PC lab – tables can be converted for normal teaching)	27
MB169 (PC lab – tables can be converted for normal teaching)	20
MB 20	30
MB. 31 (PC lab)	30
MB. 87 (Unwin Lecture Theatre)	200
MB. 89 (Yelland Lecture Theatre)	200
1.57	95
1.61	95
2.19	25
MB 23	24
PL 6	20
Hereford	40

If one of the above rooms cannot be booked for you ILS will set a Laptop and projector in the room you have been allocated, this will only be done if timetabling have confirmed no other room is available.

In order to ensure the safety of the equipment you must agree to do one of the following before we deliver the equipment:

1. Bring the equipment back to the Peirson Building, when the lecture is over.
2. Contact a member of security at the end of your lecture and wait with the equipment until security arrives at the room to lock the equipment in overnight. Please be patient as security may not be able to attend immediately.

If you do not agree to do either of the above we will not deliver the equipment. **To book equipment after 4:30 please use the customer portal.**