

Lecture theatres, meeting and seminar rooms in Department of Materials

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

From: Ian Bishop <ian.bishop@materials.ox.ac.uk>
Sent: 02 June 2021 13:35
To: supervisorsandmanagers@materials.ox.ac.uk
Subject: [materials-supervisorsandmanagers] Meeting Rooms and Other Spaces

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 on line 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