

Institute for Manufacturing – Facilities for hire

The Alan Reece Building, on the West Cambridge Site, has flexible lecture, seminar and meeting room spaces available for hire. The rooms are suitable for a variety of purposes including conferences, seminars, exhibitions and training courses.

The rooms are climate controlled with a range of AV and presentation equipment.

Equipment

PC, projector, audio, document camera, projection (personal laptops required), multi sheet whiteboards with USB/pdf and printing functions, LCD Display, life-size video conferencing and flip charts. You will need to provide your own extension leads and any stationery you may require.

Facilities

All rooms have hearing loops, and the building is fully wheelchair accessible. In addition to the AV/IT equipment listed, VoIP phone and videoconferencing facilities can be arranged for an additional charge. Please note there is limited AV support available.

Room Hire Charge

These will be discussed at the time of booking but as a guide, prices start from £50 per room, per hour.

Catering

Full hospitality and catering packages can be arranged including special dietary requirements and allergies with your room booking, contact ifm-catering@eng.cam.ac.uk once your booking is confirmed.

Out of Hours Access

Out of hours access is available by pre-arrangement only.

Parking

There are 12 visitor car parking spaces adjacent to the IfM. These can be booked in advance when making your booking. Additional parking is available in the visitor car park on the West Cambridge Site (access code provided by ifm-reception@eng.cam.ac.uk).

Enquire to host your next event or meeting at the IfM by contacting ifm-reception@eng.cam.ac.uk

Room Capacities and Layouts

Room \ Layout	Classroom	Theatre	Standing (No furniture)	Cabaret (tables of 6 people)	Boardroom	U-Shape
Lecture theatre 1	42	60*	80	36	32	22
Lecture theatre 2	42	60* <i>*Lecture theatres 1 and 2 can be combined (wall removed) for 160 theatre style</i>	80	36	32	22
Meeting room 1	•		•	•	10	•
Meeting room 2	•	•	•	•	6	•
Meeting room 3	•	•	•	•	6	•
Meeting room 4	•	•	•	•	10	•
Meeting room 5	•	•	•	•	8	•
Seminar room 1	20	36	60	25	24	18
Seminar room 2	24	30	60	24	24	18
Seminar room 3	38	40	60	30	24	18