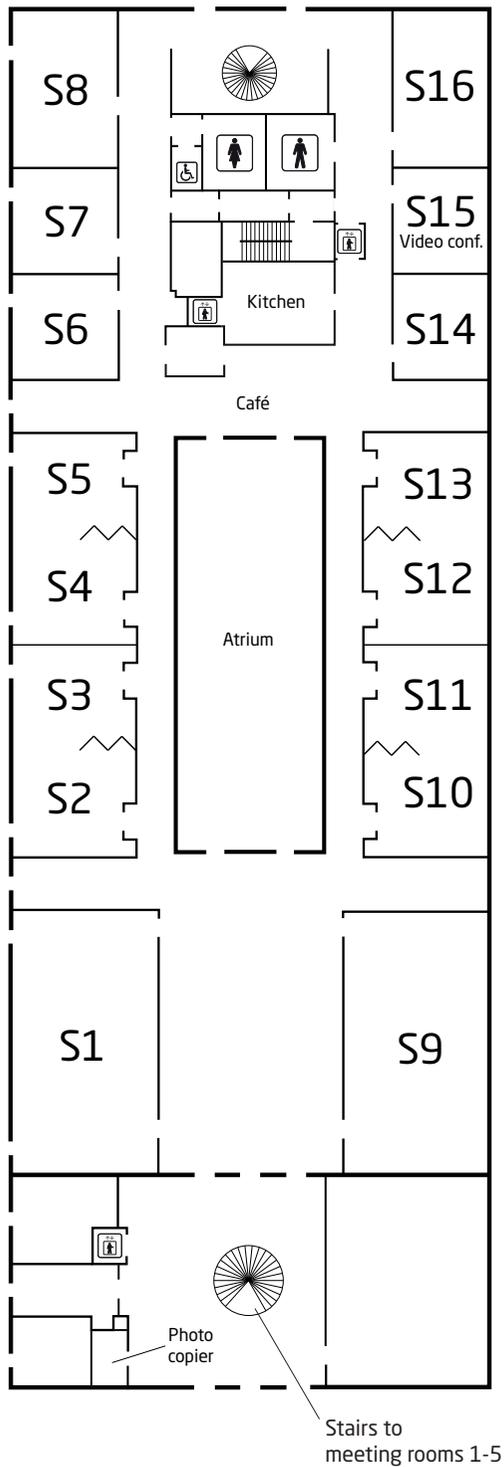


DTU's Meeting Centre

Practical information



More information on DTU's Meeting Centre can be found on www.dtu.dk and Portalen

Welcome to DTU's Meeting Centre

DTU's Meeting Centre has 20 meeting rooms, 16 on the ground floor (S1 - S16) and four on the 1st floor (M1, M2, M4 and M5). The meeting rooms feature modern AV and IT equipment, while room S15 is equipped for video conferencing as well. The Meeting Centre also has a lounge area and a café area with access to the atrium courtyard.



PHOTO THOMAS HIORT JENSEN

Practical information

Parking

There is free parking in front of buildings 101A and 101B (watch out for zones with a 30-minute limit) and on the avenues.

Access

A key card to the meeting rooms must be collected from reception. After the meeting, please deposit the card in the red key box by the exit. The key card for the meeting room also gives you access to the copier room and kitchen.

Cloakroom

Rooms S2, S4, S10 and S12 have a cloakroom. The other rooms are provided with hat and coat stands.

Wireless Internet

Log in with your DTU username and access code. Internet access for guests can be arranged at <http://netsys1.ait.dtu.dk/account.html>

Catering

The Faculty Club, which is located on the 1st floor right above the Meeting Centre, serves a buffet lunch from 11.30 am to 2 pm.

Coffee, soft drinks, sandwiches and fruit etc. can be ordered through the canteen at <http://lokalebooking.dtu.dk>.

The Meeting Centre has a preparation kitchen with facilities for making coffee, boiling water, getting iced water, preparing snacks and refrigerating food. The kitchen facilities are adequate for small meetings with a

maximum of 10 participants. Please put washing-up in the dishwasher before leaving the Meeting Centre.

The Meeting Centre also has a café area with coffee, soft drinks and a snack vending machine.

There is a copier room containing a photocopier and scanner by the entrance to the Meeting Centre.

Help/reporting problems

If you experience Internet, computer or AV problems, please contact AIT Support on tel. (452) 55555.

For other problems, please contact reception before 5 pm (4 pm on Fridays) or the duty office on tel. (452) 51248 or 2338 6019 after hours.

Tidying up

The Meeting Centre operates a self-clear system for both the meeting rooms and the preparation kitchen. The tables also have to be returned to their original layout as shown in the plan displayed in the room. Please wipe the tables with a damp cloth (available in the kitchen). Please note that failure to tidy up the room will result in cleaning being ordered and billed to whoever borrowed the room.

Locking up

The meeting room will lock automatically when the door has been closed for approx. 5 minutes. Instructions for locking the room manually can be found on the back of the key card.

Taxa

Dan Taxi: 3879 0850