

INFORMATION

Things you should know about this teaching room:-

AUDIO VISUAL FACILITIES

- ISS - Audio Visual Services and Development maintain and support the audio visual facilities in this room
- For emergency assistance with the equipment please telephone extension **2627**
- Non-urgent audio visual faults should be reported via our website: <http://www.ncl.ac.uk/iss/teaching/av-services/>

GENERAL ROOM INFORMATION

- Any emergency service or fabric defects should be reported to the University Estates department on extension **7171**
- Non-urgent service or fabric defects should be reported via the Estates website: <http://estates.ncl.ac.uk/>

HOW TO BOOK THIS ROOM

- To book this room you should contact the University Scheduling Office on extension **5451** or visit <http://www.ncl.ac.uk/timetable/>

WHAT TO DO IN AN EMERGENCY

- If you require emergency assistance from the University Police, please dial extension **6666**

For more detailed information including a “code of conduct” document, please visit our website: <http://www.ncl.ac.uk/iss/teaching/av-services/>