

# Welcome to The Queen Elizabeth II Conference Centre

Uniquely situated in the shadow of Big Ben, Westminster Abbey and the London Eye, the award-winning Queen Elizabeth II Conference Centre is a prime purpose-built venue.

## The Business Centre

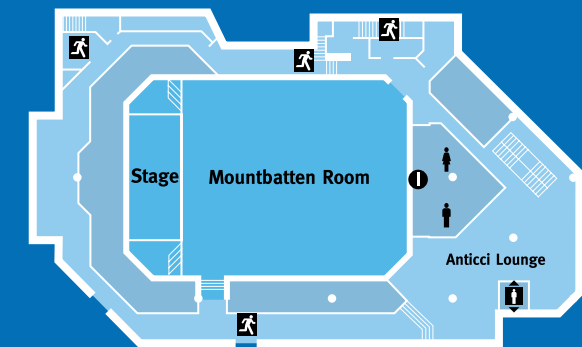
Located in the main entrance foyer the Centre has a fully equipped business centre where professional staff will be happy to supply you with up to date communication services and detailed information on London.

Available services include: email and wireless internet access, photocopying, administrative support, supply of stamps, phone cards and gifts.

The Media Suite is a self-contained and fully equipped meeting room and lounge which can be hired by the hour from the Business Centre. For further information and rates call 020 7798 4077 or email [businesscentre@qeicc.co.uk](mailto:businesscentre@qeicc.co.uk)

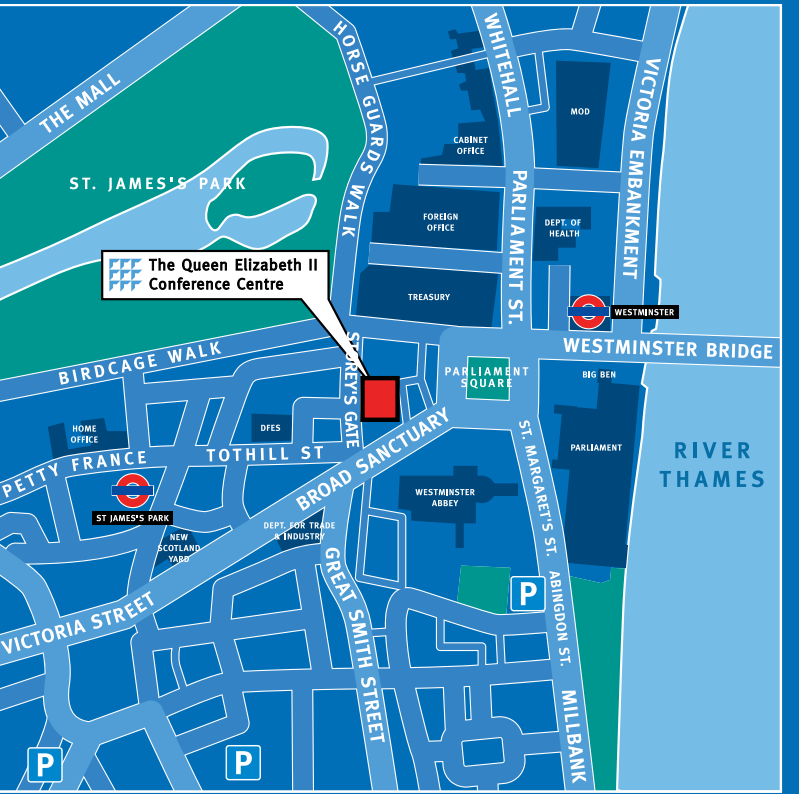
## Safety and Emergency Procedures

In the unlikely event of a fire, the first indication of a potential problem will be the sound of a two tone audio alarm. This will be followed by an automated PA announcement stating that the alarm is being investigated and a situation report will follow. Unless there is obvious evidence of a fire, no action need be taken; delegates should wait for the next PA announcement. Should it be necessary to evacuate the building, Centre staff acting as floor wardens will give directions to escape routes; these are also marked with standard signage. The assembly point is the open area in front of Westminster Abbey.



## Room Index

- Sixth floor** Mountbatten Room Anticci Lounge
- Fifth floor** Elizabeth Windsor Mountbatten Lounge Crown Room Sovereign Room
- Fourth floor** St. James's Suite Westminster Suite Henry Moore Room Rutherford Room Abbey Room Wesley Room Robert Burns Room Keats Room Shelley Room Wordsworth Room Chaucer Room Byron Room Garden Courtyard
- Third floor mezzanine** Guild Room
- Third floor** Whittle Room Fleming Room Benjamin Britten Lounge West Long Room East Long Room
- Second floor** Caxton Lounge West Caxton Lounge East Fleet Room Victoria Suite Albert Suite Staff area
- First floor** Thames Room Pickwick Suite Churchill Auditorium Gallery
- Ground floor** Main entrance Churchill Auditorium Business Centre and Reception West Foyer Sanctuary Foyer Nightingale Room Cloakroom First Aid



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INVESTOR IN PEOPLE



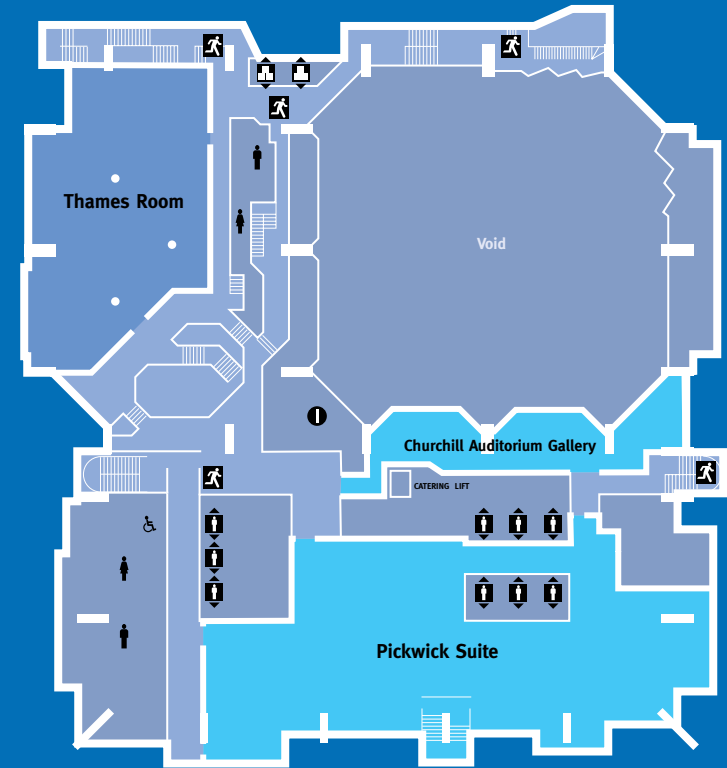
## Your floor by floor mini guide to the Centre

fifth

- passenger lifts
- goods lifts
- interface control room
- pay phones
- toilets
- fire exit
- pillar

sixth

- passenger lifts
- goods lifts
- interface control room
- pay phones
- toilets
- fire exit
- pillar



**ground**

- passenger lifts
- goods lifts
- interface control room
- pay phones
- toilets
- fire exit
- pillar

**first**

- passenger lifts
- goods lifts
- interface control room
- pay phones
- toilets
- fire exit
- pillar

**second**

- passenger lifts
- goods lifts
- interface control room
- pay phones
- toilets
- fire exit
- pillar

**third**

- passenger lifts
- goods lifts
- interface control room
- pay phones
- toilets
- fire exit
- pillar

**fourth**

- passenger lifts
- goods lifts
- interface control room
- pay phones
- toilets
- fire exit
- pillar