

MANCHESTER
1824

The University of Manchester
Conferences and Venues

YOU'RE
IN SAFE
HANDS

The University



Covid-19 has caused us to think about new ways of working and how we can deliver seamless conferences and events safely within the latest Government guidelines.

KEEPING YOU SAFE

At The University of Manchester, we are doing everything we possibly can to ensure the safety and wellbeing of both our customers and staff.

Across the University we work to the highest safety levels and our new processes have been enhanced to the same exacting standards of cleanliness and excellence you would expect from a prestigious, historic venue.

We've put in place extensive deep-cleaning protocols, social distancing and other safety measures within each venue, which we hope reassures you that you are in safe hands.

We look forward to welcoming you back soon.

Alison Shedlock
Assistant Director – Estates and Facilities



We've put in extra measures to facilitate social distancing throughout our venues, look out for signage around the buildings to ensure your safety.

SOCIAL DISTANCING

- Groups will be given designated reception, catering and breakout areas where feasible to reduce cross contamination in shared areas
- Clear exit and entrance points
- Comprehensive directional signage throughout buildings
- A range of large and small scale venues adapted to adhere to social distancing
- Lifts are to be used as a necessity and we are encouraging use of stairs where possible
- Large, on site car parks and easy access to public transport



SOCIAL DISTANCING
makes the heart grow fonder

To adhere to social distancing guidelines and to ensure the safety and wellbeing, both of our delegates and staff, we have revised our room capacities, these will be reviewed on an ongoing basis.

REVISED ROOM CAPACITIES

- We have made sure that all of our meeting spaces have adapted layouts to meet current social distancing guidelines
- We can still provide meeting rooms with capacities up to 120 delegates and can also link meeting spaces via video to deliver to even larger groups
- We also have both hybrid and virtual meeting options available, using our experienced in house media services team
- We have removed any non-essential equipment, such as flipcharts and AV, unless requested
- Stationery will not be set out but left on a side table if needed to reduce handling
- Water coolers will be available in some meeting rooms and public spaces, with sanitiser available for before each use



We've devised deep cleaning patterns right across campus to ensure a clean and safe environment.

EXTENSIVE CLEANING PROGRAMME

- Our already robust cleaning scheme has been elevated right across campus to maintain cleanliness
- Our cleaning scheme includes a regular nightly deep clean but areas will also be cleaned in between meetings and includes the cleaning of all hard surfaces and equipment
- High traffic public spaces and touch points will be cleaned regularly, this will include areas such as public toilets, reception desks, door handles and bannisters
- Hand-sanitiser for all customers to use on arrival and throughout the venue
- Team members will be allocated specific zones and areas to deep clean and limit contact with customers and each other



Due to the evolving situation surrounding Covid 19 we will ensure that we have an appropriate offer which adheres to current social distancing guidelines.

CATERING OPTIONS

- Our chefs and catering teams are happy to create a bespoke catering package to meet your needs which will be delivered in a safe and socially distanced way, these include grab and go lunches served in environmentally friendly bento boxes.
- Lunches will be served in designated areas per group
- All catering areas will have a one way system in place
- The number of individuals in catering areas will be limited and monitored
- Hand sanitiser will be available at all catering stations and kitchens
- Any touch points will be cleaned and sanitised throughout the day



We will provide advice on how your event will need to operate with a check list to assist you in delivering a safe experience.

STAFF SUPPORT

- Details of all your event day arrangements will be discussed with you well in advance, accompanied by an on the day socially distanced face to face welcome/ introduction
- A dedicated member of the team will be available throughout your event
- All staff have received coronavirus training
- All staff will be provided with appropriate PPE

Terms

- Terms and conditions have been reviewed to include an update on Force Majeure to provide you with reassurance in response to the current pandemic
- Cancellation terms have been adapted and will remain flexible where possible
- Minimum numbers have been removed from any bookings up until the end of December





We're delighted to be able to showcase our venues in 3D so you can get a feel for each of the spaces from the comfort of your own home or office.

Please take a look around our conference website and if you'd like to talk to one of our team about any of the venues, either over the phone or by scheduling a video call via Zoom or Microsoft Teams, we'd be delighted to help.

Just give us a ring or send an email and we will get back to you to arrange a convenient time.

Should you prefer to visit a venue in person, our team have been trained on social distancing and new hygiene measures to help keep our guests safe during their time with us. Our one way routes and open doorways will ensure limited contact with others and any touch points.

We look forward to welcoming you.

**www.manchester.ac.uk/conference
conference@manchester.ac.uk
+44 161 30 (64100)**

**The University of Manchester Conferences and Venues,
Beyer Building, Oxford Road, Manchester, M13 9PL**