

Training and development teaching rooms

What's available, where, when and who can use them?

Training, development and workforce manage the teaching rooms in the Heartbeat Education Centre, South Academic Block, clinical skills and Trust management offices.

Rooms are generally available from Monday to Friday from 8.30am to 5pm (not public holidays). A full list of the rooms, locations and capacities is shown below.

All Trust departments, other NHS and non-NHS organisations can book rooms.

What's in the rooms?

Most teaching rooms are equipped with data projectors and PCs attached to the Trust network. Some areas are specially equipped to enable videoconferencing, IT training, clinical skills, simulation training etc.

Booking and priority

These rooms are intended for educational purposes and this activity must take priority over other uses. Specially equipped rooms may have booking restrictions due to being unsuitable for general teaching.

Bookings for rolling half days and centrally delivered Trust courses will be made before the rooms will be made available for other bookings. In general, bookings for teaching can be made six months in advance and for meetings not more than one month in advance.

To maximise the use of rooms it may occasionally be necessary to move a booking to another suitable room. Any changes will be notified as soon as possible.

For UHS use, please book using the **online room booking form** on the education pages of Staffnet.

For all other enquiries contact roombookings@uhs.nhs.uk or phone ext 5500.

External users should make initial enquiries by phone to 023 8120 5500 or by email to roombookings@uhs.nhs.uk.

When making a booking, please allow time to set up the room and clear away chairs etc. at the end.

Cost

Use by UHS departments for training Trust staff, where no charges are made to the delegates, are free of charge.

Rooms booked for sponsored events or those where attendees are charged to attend, will attract a room hire charge. External users will be charged for all rooms and facilities. A list of charges is shown below.

Catering

Trust users make their own arrangements with the Trust's caterers - contact details are on [Staffnet](#).

External users should contact room bookings on 023 8120 5500 or email roombookings@uhs.nhs.uk.

Catering is not allowed in some rooms. Details are shown in the list of rooms below.