

Organiser information pack



MØLLER
CENTRE



CHURCHILL COLLEGE
UNIVERSITY OF CAMBRIDGE





Welcome



The Møller Centre is the place that brings together the worlds of academia and business, an environment conducive to learning, providing the very highest standard of education and customer service – a “Centre for Excellence”.

On behalf of all staff we look forward to welcoming you and your delegates to the Centre. We are delighted you have chosen to use the Møller Centre to host your event.

The Møller Centre is an intelligently designed, purpose-built, residential leadership development and conference centre set within in 42 acres of beautiful parkland on the grounds of Churchill College, University of Cambridge.

We take our inspiration from the unique connection between two great leaders, Sir Winston Churchill and global shipping magnate Maersk McKinney Møller, whose vision and benefaction designed The Møller Centre as a ‘Centre for Excellence’ to inspire leaders.

Our Conferencing and Event Planning Team put our clients at the heart of everything we do and channel their experience, passion and creative flair to ensure that clients achieve their event objectives and exceed expectations. Our flexible meeting rooms are purpose-designed to promote collaborative learning based on our experience and understanding of what makes an impactful meeting.

As a dedicated conferencing facility with experienced Event Planning Executives, you can be assured your event is in safe hands. This Organiser Information Pack aims to support you with your planning arrangements and provide you with all the information you may need about the centre and services offered. We additionally have a comprehensive Delegate Information Pack which can be distributed to all your attendees and offers practical information, such as directions and facilities on site.



Getting here

The Møller Centre is conveniently located for those travelling by road, rail or air. Full directions and travel information can be found on our website.

By car

150 onsite car parking spaces available to delegates free of charge. This includes disabled parking close to the main entrance and overnight parking.

If you are travelling to The Møller Centre using a satellite navigation system you should enter postcode CB3 0DS as this will lead you directly to the Møller Centre entrance.

By train

Cambridge Railway Station (CB1 2JW.) is a short taxi ride away and has frequent links to London Kings Cross, London Liverpool Street and Stansted Airport.

The station address is: Cambridge Railway Station, Station Road, Cambridge CB1 2JW.

By taxi

Our recommended local taxi service provider CamCab [+44 \(0\) 1223 704 704](tel:+4401223704704) or www.camcab.co.uk.

Approximate taxi travel times: Cambridge Train Station (15 minutes), Stansted Airport (30 minutes), Heathrow Airport (2 hrs), Gatwick Airport (2 hrs 30 minutes). Please note that actual travel times may vary depending on traffic.

By coach

Cambridge has a network of buses and coaches run by Stagecoach www.stagecoachbus.com or National Express www.nationalexpress.com.

How else can your Event Planner help?

- Reserve car parking for special guests or speakers.
- Arrange taxi travel to and from the Møller Centre site for organisers, delegates or speakers. All taxi costs will be charged to your invoice and payable after your event.
- Book a coach or minibus for travel to or from excursions.



Accommodation

Our 92 en-suite Danish designed, air-conditioned bedrooms, including six suites, offer everything required to wind down at the end of a day and to prepare for the next.

All bedrooms at The Møller Centre are of authentic contemporary Danish design and are furnished with iconic Hans J. Wegner furniture. The majority of our bedrooms overlook the grounds of Churchill College, a peaceful haven in today's modern world and just a short walk from Cambridge city centre, with its stunning architecture and unique history.

All of our bedrooms come with the extras you would expect of a four-star establishment, including tea and coffee making facilities, mini bar with fresh milk, iron, hairdryer, safe and flat screen digital TV. Our bedrooms also have international plug adapters, quality linen, dressing gowns and complimentary toiletries. There is an on-site laundry; alternatively a same day dry-cleaning service is available (subject to charges). All rooms have complimentary Wi-Fi and provide extra large work areas for laptops and documents.

All residential guests have access to the beautiful grounds of Churchill College, as well as our on-site car park, gym and Tower Lounge Bar with roof terrace that boasts some of the finest views across Cambridge's historic skyline.

Checking in/out

Our standard **check in** time is **14:30** and our **check out** time is **10:30**.

We try to accommodate our delegates' needs as much as we possibly can. If you would like to request an early check in or late check out our staff will endeavour whenever possible to do so, however, this can not be guaranteed.

Late arrival

If delegates are arriving after 22:00 please advise them to ring the bell at the main entrance and the Night Porter will be able to check them in to their bedroom and assist where necessary.

Our catering facilities will be closed from this time. Cold platters or refreshments can be prepared for guests, however, this should be arranged prior to arrival at an additional charge.



Luggage hold

We offer our guests a secure luggage holding room for those arriving prior to check in or staying on site after check out. This complimentary service is accessible at main reception.

Booking accommodation

If you require bedrooms beyond that agreed in your contract at booking stage, it is important to inform your Event Planner as soon as possible to ensure you are not disappointed.

Any bedrooms reserved can be paid for individually by the delegate on departure, or if you are covering the costs for delegate accommodation, via your invoice.

If you do not wish to secure bedrooms for your delegates they can alternatively book privately by calling +44 (0) 1223 465500 or emailing reception.moller@chu.cam.ac.uk and asking for the events team.

Alternative local hotel

We try wherever possible to accommodate guests on site, however, due to demand this is not always possible. If we are unable to accommodate your delegates our Front of House Team will happily offer information and contact details on alternative local accommodation.

Smoking

It is illegal in the United Kingdom to smoke in any enclosed public area. It is also strictly prohibited to smoke in our bedrooms and guests found smoking will automatically be charged £166 + VAT. This cost is for servicing the bedroom and for lost revenue in having the bedroom out of service. If you would like to smoke please only do so outside and use the appropriate bins provided.

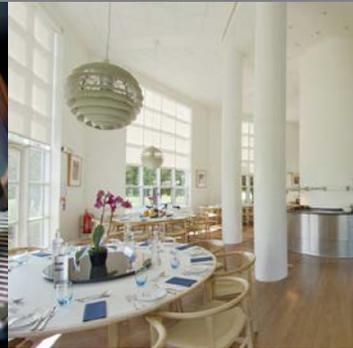
How else can your Event Planner help?

- Book accommodation and collate a rooming list and delegate information on your behalf.
- There is a rooming list tool available via our website or by request. This tool aims to support you if you are collating bedroom and delegate information.
- Organise special requirements, such as early check in, late departure and luggage storage.



Food and drink

All food is cooked on the premises by our team of internationally trained chefs. We use seasonal, sustainable and locally-sourced produce in our dishes.



Tea and coffee stations

Delegates are invited to help themselves at anytime to refreshments throughout the day, including Fairtrade® coffee, a selection of Clipper® traditional, fruit and herbal teas, cereal bars, canned soft drinks, bottles of still and sparkling water, fresh and dried fruit, Danish pastries, and a selection of home-made cookies and cakes.

Breakfast

For our residential guests we offer a superb selection of freshly baked pastries, fruits, cereals and yogurt. Alternatively you can enjoy an impressive full English breakfast selection.

Breakfast is served in the Restaurant 07:00 – 09:30 on weekdays and 07:30 – 10:00 at the weekend.

If you are looking for a special way to welcome your delegates we can also offer supplementary bacon or egg rolls at an additional charge - a great way to ensure delegates arrive on time!

Lunch and/or dinner

Lunch is a three-course hot and cold buffet and can be held in the Restaurant, Tower Lounge Bar, Study Centre, or privately in one of our meeting rooms. Fine dining and bespoke menus are available on request.

If you require alternative lunchtime arrangements please speak with your Event Planner.

Dinner

Like lunch, a three-course hot and cold buffet dinner can be held in the Restaurant, Tower Lounge Bar, Study Centre, or privately in one of our meeting rooms. Again, fine and/or private dining is available and bar meals are also served in the Tower Lounge Bar during the evenings.

Drinks receptions and canapés

The Tower Lounge Bar, Has J. Wegner Lounge and Study Centre are popular areas to host a drinks reception, with or without canapés, as they all overlook the Churchill College lawn. Drinks can be charged on a consumption basis or restricted based on your budget.



Celebration cakes

If you have a guest who will be spending their birthday on site or if you would like to celebrate an event as a group, we can provide a customised cake (additional costs apply) for you to enjoy.

Tower Lounge Bar

This facility is light and spacious, offering stunning views over Cambridge. In the evening the tower is used as a fully functional bar with mood lighting where guests can purchase beverages and order food from our extensive bar menu.

Hans J. Wegner Lounge

Filled with iconic Danish furniture and looking out on Churchill College's lawns, the Wegner Lounge offers an attractive area to work or relax in. In the summer, the lounge is complemented by a spacious patio that can also be used by day or residential guests.

Tea and coffee are available in the Wegner Lounge throughout the day and in the evening the bar is also open, where delegates can purchase alcoholic and non-alcoholic drinks.

Mini Bar

All bedrooms have a fully stocked mini bar where snacks and beverages can be purchased.

Dietary requirements

We use fresh, local and sustainable produce wherever possible and we try our very best to accommodate all dietary requirements.

If you have a dietary requirement that you would like us to make provisions for, then please either contact the course organiser for your event or alternatively call the events team via main reception +44 (0) 1223 465500 or email reception.moller@chu.cam.ac.uk.

How else can your Event Planner help?

- Organise a private dinner or special arrangements, such as a drinks reception or celebration cake (additional charges apply).
- Book and organise external college dinners on your behalf.



Meeting rooms and facilities



Your meeting room will be allocated to you based on your preference, final numbers and layout requirements. All our meeting rooms are modern, collaborative learning spaces, intelligently designed based on our experience and knowledge from consulting with clients to understand their thinking and the features required to run impactful meetings and events.

Equipment

Here at the Møller Centre we pride ourselves on flexibility and customising each meeting room to ensure it is fit for your needs. We have a wide range of professional equipment available, to ensure you get the best from your environment.

The list below states some of the most commonly requested equipment, however, this is by no means an exhaustive list:

- data projector
- screen (dual projection available)
- PA system
- microphones
- white board
- flip chart
- lectern
- speaker and/or panel table
- laptop
- videoconferencing
- telephone
- registration desk.
- Apple AirPlay
- audience participation equipment

Free WiFi is available in all meeting rooms and public areas.

Your Event Planner will be in touch to confirm what equipment you require prior to your event. If you have specific equipment requirements that may need special attention, please inform your Event Planner who will be happy to make appropriate arrangements for you.



Room layout

You may have a clear idea of what layout you may require. If not, or if you would like another opinion, your Event Planner will be able to suggest what might work best in your space for the purpose.

You can also view the different layouts available in each meeting room on our website.

Technical assistance

We have a team of experienced technical assistants that are on hand throughout the day to ensure all your technical requirements are catered for. If you experience any problems they will be there to quickly assist.

We also offer dedicated technical services, such as video recording, audio recording and video conferencing (additional charges may apply).

Exhibitors

If you would like to display information or have exhibitors, we have a range of display boards and tables for your use.

Please inform your Event Planner of your requirements so we can ensure we reserve the space and equipment necessary.

Registration

If you are registering your guests on site we have a variety of different registration areas and stands which can be used. We can also prepare customised name badges or lanyards ready for when you arrive (additional charges may apply).

Business centre

A complimentary dedicated business facility with 13 PCs that will allow you to load and work on personal files and documents, access the internet or log on to other websites remotely. You can also print, scan or photocopy as required for a small charge.



Fitness gym

Refurbished in 2012, our fitness gym has everything required for a good workout while overlooking Churchill College lawn. The equipment includes a selection of cardiovascular equipment, free weights, weights and matted area for abdominal and functional training. Shower and changing facilities are available.

While there is no charge for using this service you will be required to complete a short disclaimer at Reception.

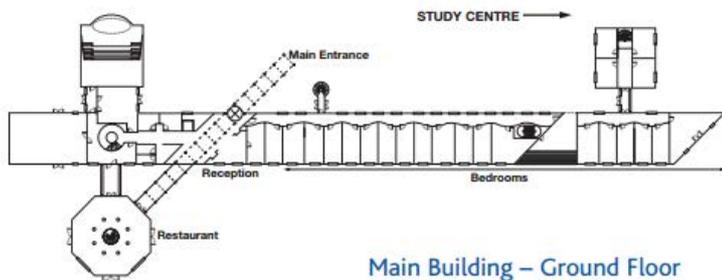
How else can your Event Planner help?

- Offer recommendations on the meeting room and layout, as to which may best compliment your event.
- Advise on additional equipment and services available, such as staging, printed posters or video conferencing.
- Organise registration and exhibition displays areas.
- Provide a bouquet or pedestal of flowers for your meeting room.

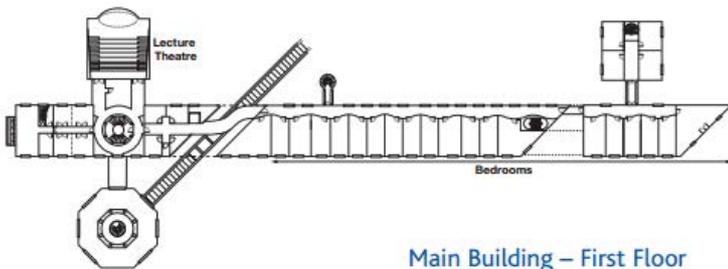


The Møller Centre site

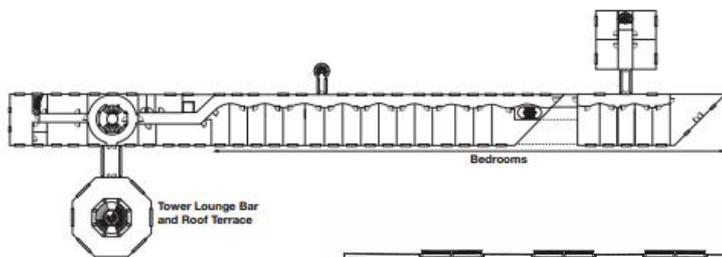
Our meeting rooms are located across the Main Building and the Study Centre, our new Møller Suites and Lecture Theatre in the Main Building, and our remaining suites and meeting rooms in the Study Centre.



Main Building – Ground Floor

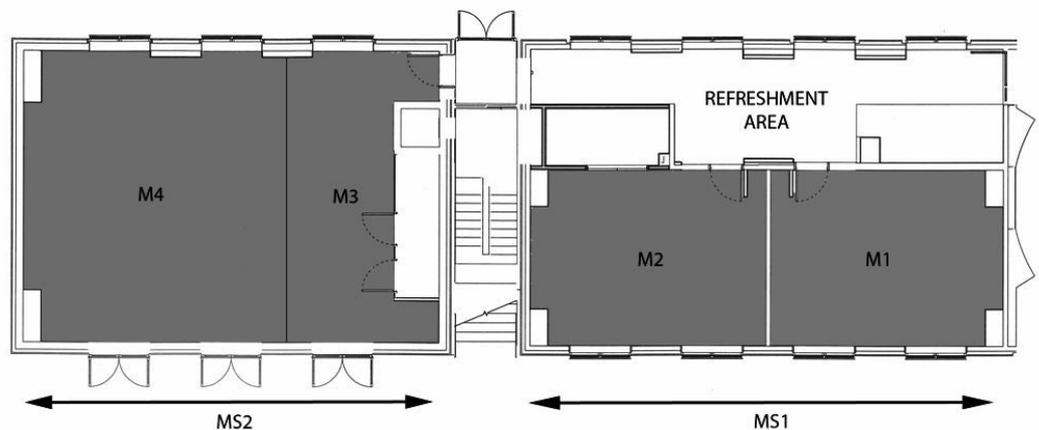


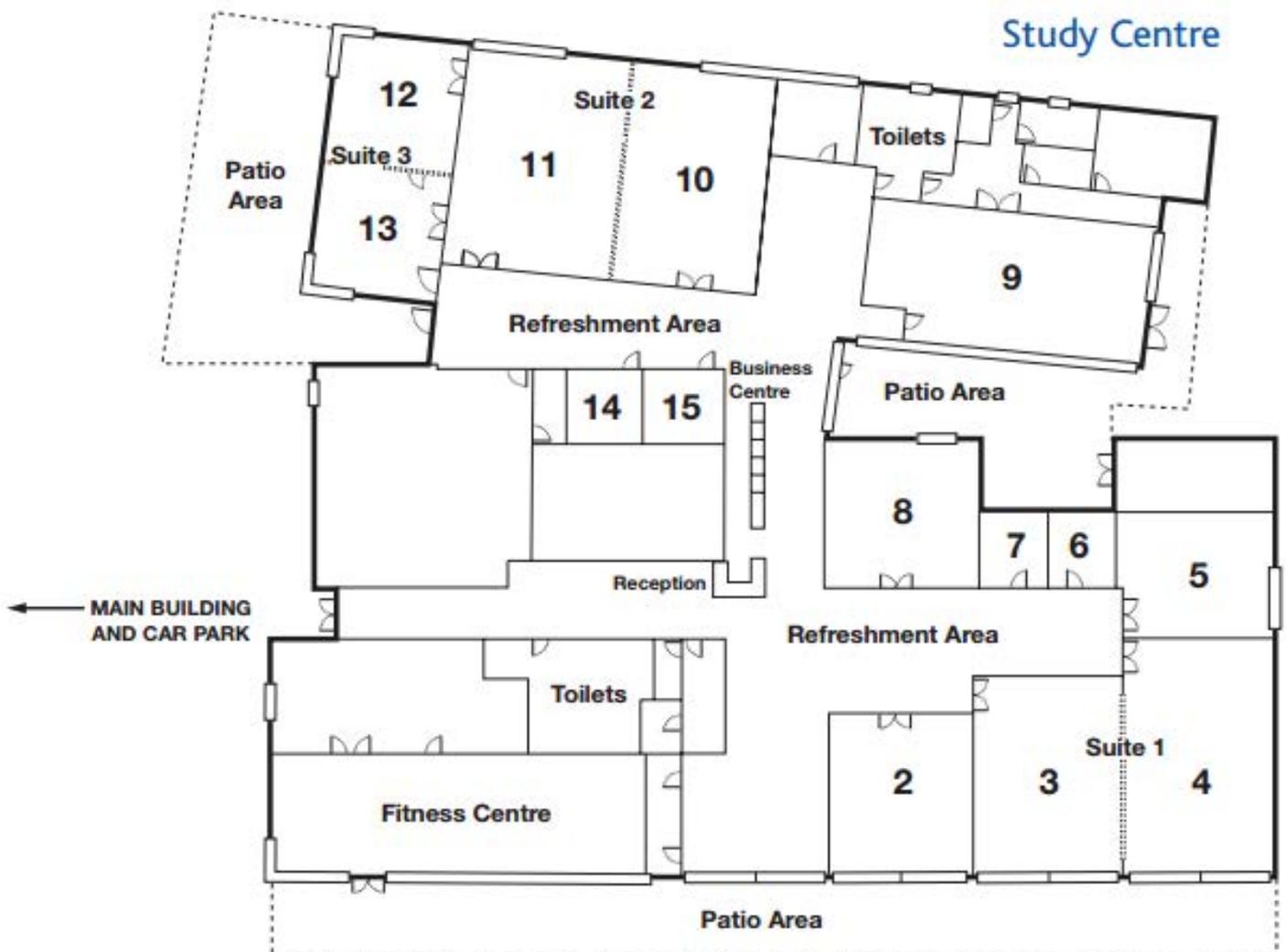
Main Building – First Floor



The site maps below are designed to assist you in locating where you need to be. If you are unsure when you arrive on site which meeting room you are in, please go to Main Reception and they will be able to direct you. There is lots of signposting and friendly staff once you arrive on site to help.

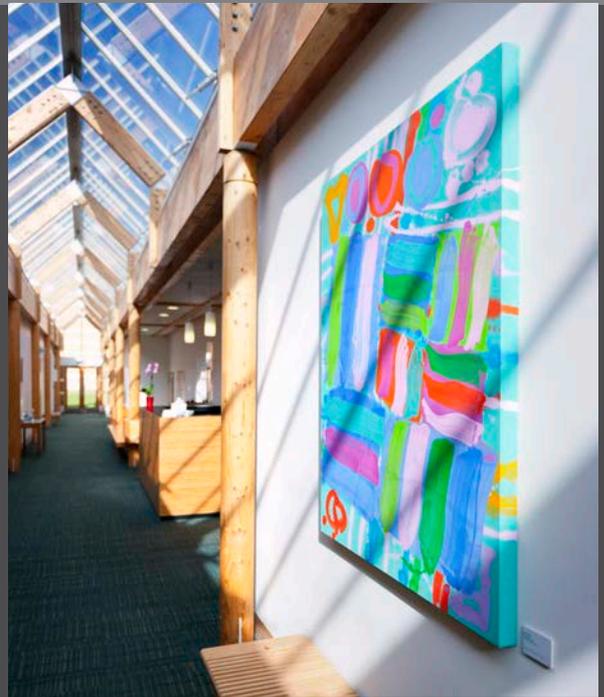
The new west wing of the Main Building includes 21 new bedrooms and two new suites that can be divided into four meeting rooms, with a refreshment area (see below).







Further information



Accessibility

The Møller Centre is fully accessible to guests. Designated disabled car parking is available at the front of the building close to the main entrance. We also have a wheelchair accessible bedroom and a hearing loop is available in all training facilities on request.

If you require any assistance please do not hesitate to contact your Event Planner.

Cultural activities

We can help guests make the most of their stay in this exciting city, whether you have an hour or a weekend to spare. There is so much to do in Cambridge – from guided walking tours of the city, chauffeured punting along the College Backs, inspirational museums, theatres and art galleries, to name just a few.

If you would like to book a leisure activity please contact your Event Planner.

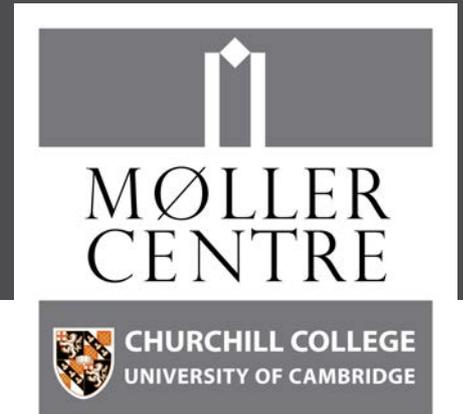
Your feedback

Feedback is very important to us so we can monitor our performance and improve our customer experience. Once your event has finished you will be sent a branded Møller Centre email by BDRC, asking you to provide feedback regarding your event through the completion of a short online questionnaire. Your response will not be attributable to you or your company unless you indicate that you wish them to be. If you would prefer not to be contacted by BDRC please let your Event Planner know.

As part of our ongoing commitment to be socially responsible for every completed delegate feedback questionnaire we receive, we donate 50p to East Anglian Air Ambulance. We therefore ask if you could kindly encourage your delegates to participate.

Changes or Cancellations

Circumstances can often change over time and this may affect your delegate numbers, or your meeting room and/or equipment requirements. We aim to be as flexible as possible, however, it is best to inform your Event Planner as early as possible of changes so appropriate arrangements can be made.



If you need to cancel your event your Sales Manager or Event Planner will be able to inform you of any cancellation charges that may apply. A breakdown of your cancellation charges can be found on your sales contract or are available on request.

Event planning

It is important to us that we understand your priorities to ensure we deliver an event that exceeds your expectation. We encourage event organisers to come on site to see their meeting space and discuss individual requirements face to face. If you are unable to come on site we can happily discuss your requirements via telephone, video link or email.

If at any time you would like to discuss your event please feel free to get in touch.

For more information please contact us:

Reception: +44 (0)1223 465500

Sales: +44 (0)1223 465555

Email: sales.moller@chu.cam.ac.uk

The Møller Centre,
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Storey's Way,
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www.mollercentre.co.uk