



Venue Cranfield

Conferences

Meetings

Accommodation

Events

Our new ways of working to keep **you safe**

Risk assessed



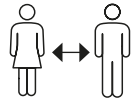
Senior Cranfield staff have ensured that COVID-19 risk assessments and safety measures are in place for all on-site and off-site services.

Frequent cleaning and sanitising



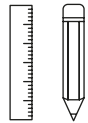
All areas will be cleaned and sanitised before, after and throughout each session, using anti-viral spray.

Health & Safety comes first



Our lecture rooms, syndicate rooms and public spaces are all arranged to accommodate social distancing guidance.

Avoiding cross-contamination



Audio visual equipment, boards, flip charts and marker pens will be added at the start of each event. Pens and pencils will be sanitized but you are welcome to bring your own writing equipment.

Our guest care crew know how to serve you safely

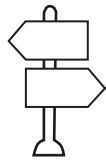


Our team members will observe social distance rules at all times when serving you. Pre-packed sandwiches and snacks may sometimes be the most appropriate option.

Cranfield colleagues' working patterns and breaks have been staggered to avoid congregation.

What you can do **to help**

Follow the signs



Internal and external signage is there to remind all visitors of social distancing. Please follow the one-way systems and observe marker signs if queuing is necessary.

Social distancing applies



Toilets will be managed to ensure social distancing, please adhere to the one-in-one-out system at all times.

Bring your own water bottle



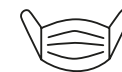
Guests are encouraged to bring their own water bottle, but bottled water can be provided.

Wash your hands



Practice good hand hygiene by washing your hands with soap and water and make frequent use of the hand sanitizer we have provided.

Bring your face covering



You will be asked to wear your face covering in shared spaces including lecture rooms.

Accredited by:



Welcome to Venue Cranfield

Whether you are looking to host a small breakfast meeting or an international conference, Venue Cranfield has a facility that will be perfect for your event.

Our venues can offer flexible meeting, lecture, function and exhibition space alongside on-site catering and accommodation. Our largest room will accommodate 250 delegates for a sit-down presentation or we also have exhibition spaces for around 350 delegates.

Our venues

Cranfield Management Development Centre (CMDC)

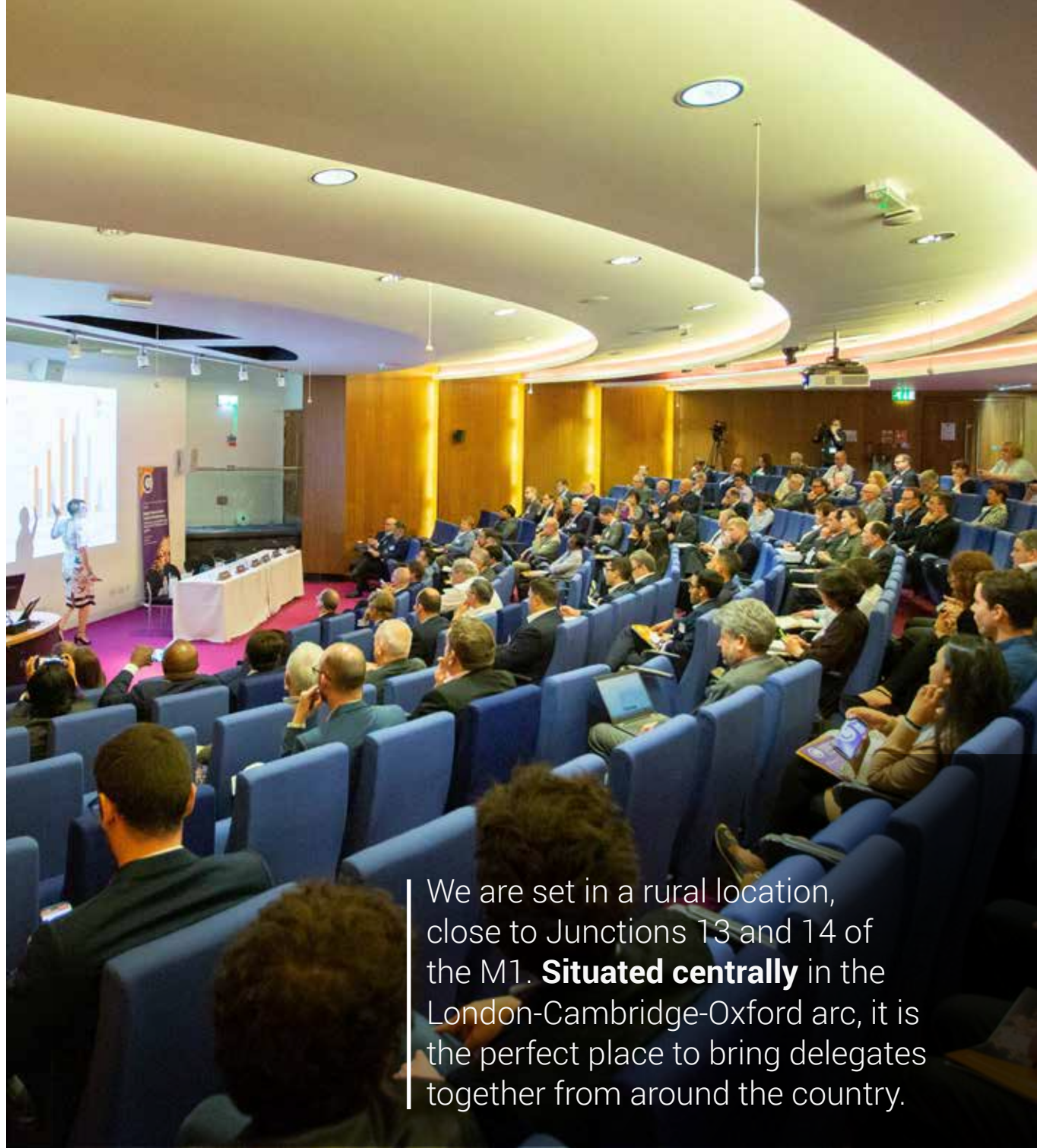
CMDC is an executive conference centre hosting 11 fully equipped lecture rooms, and a variety of syndicate rooms. It also benefits from a 186 en-suite bedroom hotel, complete with fitness centre, pool and sauna.

Vincent Building

Situated in the heart of the campus, this venue offers an exhibition area suitable for 350 delegates, a state-of-the-art auditorium for 250 and seven large meeting rooms. This is an ideal venue for product launches and exhibitions.

Mitchell Hall

This venue embodies the heritage of Cranfield with displays depicting the history of the University and campus. The main function/conference room can seat up to 200 guests, alongside two meeting rooms and 60 en-suite hotel bedrooms.



We are set in a rural location, close to Junctions 13 and 14 of the M1. **Situated centrally** in the London-Cambridge-Oxford arc, it is the perfect place to bring delegates together from around the country.

Cranfield Management Development Centre

Rooms and facilities

We can accommodate bookings from small groups of eight delegates right through to a large conference of 100 delegates.

Audio visual equipment

All lecture rooms are equipped with:

- LCD projectors.
- PC with internet connection.
- Private WiFi connection.
- VGA/HDMI connectivity.
- Visualiser.



In addition to this, lecture room 16 also has a portable microphone system and can be equipped with the Turning Point interactive polling system.

Hospitality

The atrium is a prime place for networking while enjoying much needed refreshment. There are hot beverages, biscuits, cakes, soft drinks and fruit available throughout the day.

The restaurant can offer everything from buffet service to private or themed dinners. Our 24 hour menu is available from the bar. Private dining or functions for up to 200 guests can also be accommodated in our main restaurant or atrium.

Accommodation

Our en-suite bedrooms in the hotel complex have a modern, fresh feel to them, with air conditioning, tea/coffee making facilities and a work desk in each room.

We also have a fitness centre and swimming pool available to all CMDC delegates.



Venue Cranfield offers the convenience of **purpose designed facilities** and flexible solutions for your conference, meeting, training, accommodation or event requirements.

The Vincent Building

The Vincent Building is the main exhibition facility at Venue Cranfield, its large atrium with breakout meeting rooms is ideal for large-scale events.

The atrium is light and spacious offering the opportunity for products to be shown to their full potential.

The auditorium has theatre-style seating for 250 delegates and state-of-the-art technology for your presentations.

Audio visual equipment

All lecture rooms are equipped with:

- LCD projectors.
- PC with internet connection.
- Private WiFi connection.
- VGA/HDMI connectivity.
- Visualiser.



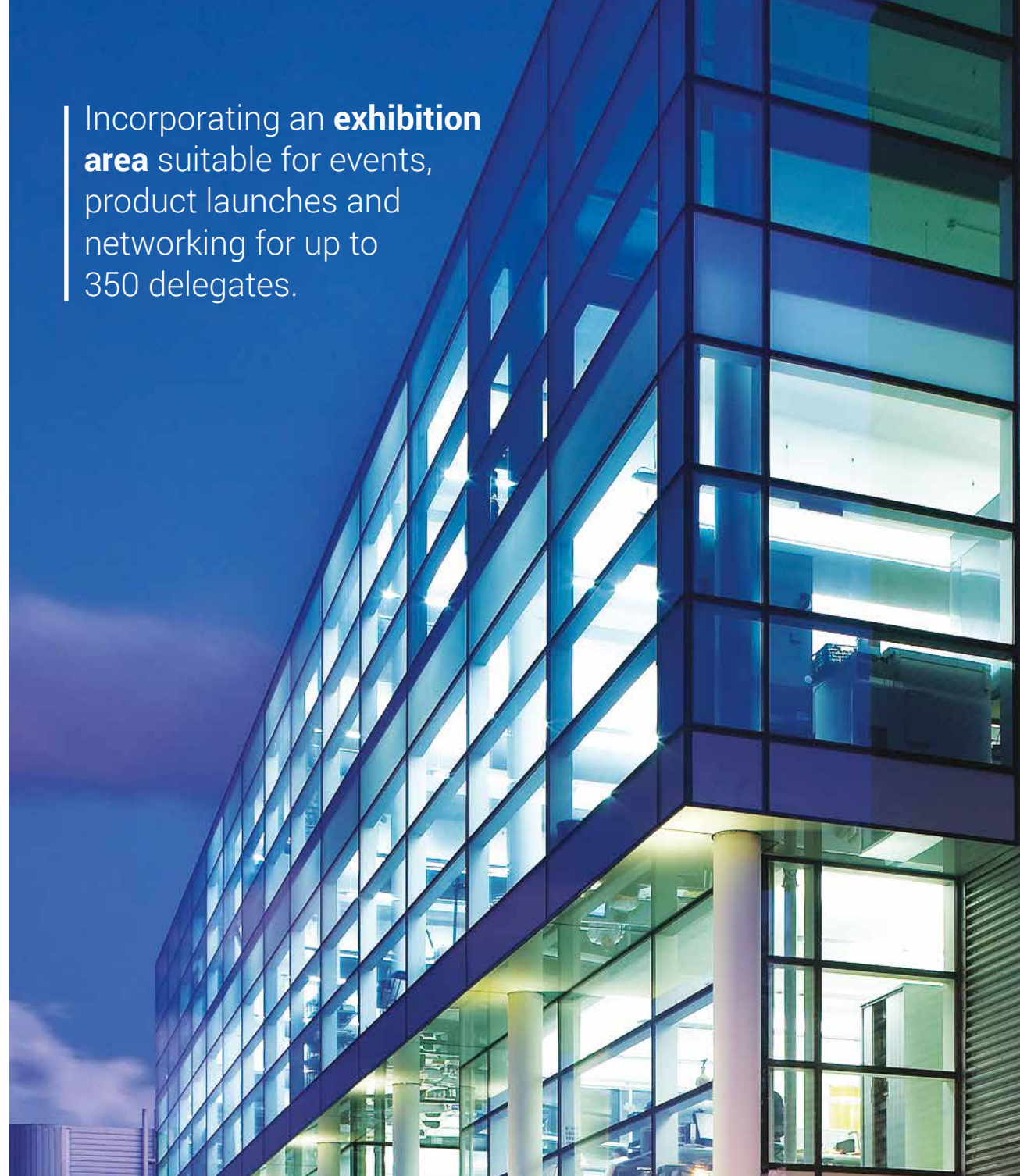
Access to specific AV equipment can be tailored to the needs of your event.

Hospitality

Large buffets and drinks receptions can be accommodated in the atrium giving delegates space to network and refresh in-between any presentations.

There is an on-site cafe with relaxed seating for your delegates to buy refreshments throughout the day.

Incorporating an **exhibition area** suitable for events, product launches and networking for up to 350 delegates.



Mitchell Hall

Mitchell Hall has a number of flexible spaces which can be combined to provide large or small meeting spaces as required.

Rooms and facilities

Blenheim is the largest room at Mitchell Hall seating up to 200 delegates theatre-style or 120 cabaret-style. This is our most popular room for conferences, presentation dinners and weddings.

Audio visual equipment

All lecture rooms are equipped with:

- LCD Projectors.
- PC with internet connection.
- WiFi Connection in all rooms.



Access to specific AV equipment can be tailored to the needs of your event.

Accommodation and hospitality

There are 60 en-suite bedrooms at Mitchell Hall with a further 186 en-suite bedrooms at CMDC next door.

All delegates can relax in the dining and bar areas. Private dinners can be arranged on request. If delegates would like something a little less formal, a cafe-style restaurant is available on-site offering breakfast, lunch and dinner.



Our venues provide **onsite support**, refreshment services and lunch facilities with breakout areas, WiFi and car parking.

Room capacity and packages

CMDC

Lecture rooms	Cabaret		Classroom current capacity*		Boardroom		U shape		Theatre	
	1m	Max	1m	Max	1m	Max	1m	Max	1m	Max
13	×	36	19*	30	×	20	×	25	×	50
14	×	36	19*	30	×	20	×	25	×	50
15	×	16	12*	n/a	×	16	×	16	×	25
15A	×	n/a	n/a	n/a	×	10	×	n/a	×	n/a
16	×	n/a	39*	92	×	n/a	×	n/a	×	n/a
17	×	56	22*	44	×	34	×	30	×	60
18	×	36	19*	30	×	20	×	25	×	50
19	×	36	19*	30	×	20	×	25	×	50
20	×	n/a	n/a	n/a	×	20	×	n/a	×	n/a
21	×	25	10*	24	×	22	×	20	×	48
22	×	20	10*	18	×	16	×	15	×	30

The Vincent building

Lecture rooms	Cabaret		Classroom current capacity*		Boardroom		U shape		Theatre	
	1m	Max	1m	Max	1m	Max	1m	Max	1m	Max
LR1	×	30	18*	60	×	28	×	20	×	60
LR2	×	30	19*	40	×	28	×	20	×	30
LR3	×	40	14*	40	×	28	×	20	×	40
LR4	×	40	17*	40	×	24	×	20	×	40
LR5	×	18	11*	24	×	20	×	20	×	24
LR6	×	18	14*	24	×	20	×	20	×	24
LR7	×	18	12*	24	×	20	×	20	×	24
Auditorium	×	n/a	43*	n/a	×	n/a	×	n/a	×	250
Atrium	Currently not available to hire									

Mitchell Hall

Lecture rooms	Cabaret		Classroom current capacity*		Boardroom		U shape		Theatre	
	1m	Max	1m	Max	1m	Max	1m	Max	1m	Max
Lord Kings Norton	×	30	×	24	×	24	×	24	×	80
Boardroom	×	n/a	×	n/a	×	16	×	n/a	×	n/a
Blenheim Room	×	120	55*	n/a	×	n/a	×	n/a	×	200

We have new ways of working, all areas have been arranged to accommodate social distancing guidance.

* Indicates, risk assessed updated capacities with 1 metre distance, 1 delegate per classroom desk.

×Capacity in these rooms and areas are currently **not available to hire**.

Packages

	Mitchell Hall and Vincent day rate	Mitchell Hall and Vincent 24 hour rate	CMDC day rate	CMDC 24 hour rate
Registration and delegate badges issued on arrival	•	•	•	•
Main meeting room	•	•	•	•
Syndicate room			•	•
Complimentary parking	•	•	•	•
Complimentary Wi-Fi	•	•	•	•
Equipment				
Projector and screen	•	•	•	•
Wolfvision visualiser			•	•
PC with smartboard			•	•
PC/laptop connection	•	•	•	•
DVD player			•	•
On-site AV support			•	•
Flipcharts	•	•	•	•
Whiteboards			•	•
Water, pads, pens and sweets for each delegate	•	•	•	•
Hospitality				
Three servings of tea, coffee and biscuits	•	•		
Unlimited access to our refreshment counter throughout the day – which includes, pastries, biscuits, cakes, fresh fruit and soft drinks			•	•
Buffet lunch	•	•	•	•
Three course dinner served in the main restaurant		•		•
Accommodation				
Bed and breakfast in a double bedded, en-suite room		•		•
Use of the swimming pool, fitness centre and sauna				•

Our location



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