



## Welcome to Westminster

London has always offered more. More culture and history. More vibrancy and excitement. More of everything. London is truly one of the world's great capital cities. With its irresistible blend of historic location and advanced facilities, London is hard to beat.



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1 The world-renowned London Eye, visible from the Centre and only a few minutes walk away

2 The Centre's nearest underground station, Westminster

3 London's favourite landmark, Big Ben

In the very heart of Westminster, The Queen Elizabeth Conference Centre is ideally located to take advantage of everything London has to offer. Some of London's best known landmarks provide a stunning backdrop for your event at the Centre.

Across London, there are new and improved cultural attractions, infrastructure and hotels.

London is served by five international airports: Heathrow, Gatwick, London City, Stansted and London Luton. Heathrow airport is just 30 minutes away from The Queen Elizabeth II Conference Centre.

The Centre is only minutes away from both Victoria and Waterloo mainline stations, with easy access to St. Pancras for connections to Northern France, Brussels and Paris.

The tube links from Westminster and St. James's Park are just a few minutes away, providing direct access to the rest of London.



## 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. Specialising in events for 2-2,500 delegates, The Centre offers the finest facilities to meeting planners, combining modern comfort with the very latest technology.

Whether you use the whole Centre or a single room, our flexibility means that we can customise our facilities to match your individual requirements.

The Centre is fully air-conditioned to guarantee year-round comfort. It is also one of the most IT intelligent buildings in the UK, with a built-in wireless network, in-house audio-visual (AV) services and webcasting and an online conference service.

The cuisine is provided by Leith's and the AV facilities by Interface, both of which offer an outstanding service tailored to fulfil your requirements.

## Just some of the services we can offer you

Your event really matters to us. Our purpose-built Centre offers you the services of our experienced and professional staff who have a wealth of specialist knowledge. We can provide flexible facilities, the finest food and superb hospitality, to guarantee the success of your event.

### Sales Support & Event Management

A member of the sales team will handle all aspects of planning your event, from initial enquiry to contracting. An event manager will then be appointed to be your main point of contact and, prior to your event, will be available for advice and suggestions and will hold a meeting to discuss your exact requirements. They will then assist you in managing all aspects of your event on the day.

### Leith's

The award-winning team at Leith's cater for functions from as few as 10 guests to a maximum of 930 for a dinner. Leith's offer an original, customised service with menus to meet all your needs. From designing table setting to fresh floral arrangements, theming and entertainment, the Leith's team are happy to assist with total event management.

### Interface – Audio-Visual

Interface, our in-house event production team provide specialist technical expertise on all aspects of audio-visual, staging and event production. Interface have a highly skilled team of Project Managers who will assist with all technical and audio-visual requirements.

### Business Centre

Our Business Centre provides a range of support services including a gift shop, secretarial facilities and internet access, allowing you and your delegates to keep in touch with the rest of the world.

### IT & Telecommunications

The Queen Elizabeth II Conference Centre has always been at the forefront of developing new technology for the benefit of our customers. Some of the services we offer include a wireless network with one of the fastest internet connections in the world, cyber cafes and equipment hire. Working with our in-house AV company, Interface, we also provide webcasting and on-line conferences.

### Security

The Queen Elizabeth II Conference Centre sees itself as being one of the most security-conscious venues in London. 24-hour security is in place for our customers and their delegates for every event; airport-style security can be provided upon request.





- 1 The Business Centre can fulfil every secretarial requirement
- 2 The Churchill Auditorium Stage
- 3 Audio-visual control booths, staffed by experienced technicians for the duration of your event
- 4 The Churchill Auditorium is ideally suited to important presentations

# Ground floor



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The Centre's main auditorium gives you the opportunity to impress your delegates.

Ideal for plenary sessions and high-profile presentations, the Churchill Auditorium was designed for effect and practicality. Its gently-sloping floor provides excellent

sightlines to the stage set as seen in image 2. With the high-quality acoustics of the room, this makes it the perfect choice for prestigious events.

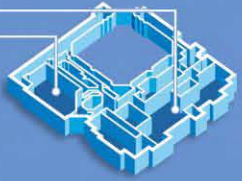
The Pickwick Suite on the first floor is a bright and spacious catering area for the Churchill Auditorium and in conjunction with the Thames Room

can be used for larger events or additional space for an exhibition.

The Churchill Auditorium offers unlimited audio-visual potential with built-in audio-visual control booths staffed by our expert technicians.

Room	Dimensions (metres)			Capacities (delegates per layout)				
	length	width	area <sup>2</sup>	theatre	classroom	boardroom	cabaret	fork buffet
Churchill Auditorium	28	28.9	720	700	328	92	280	-

Pickwick Suite  
Thames Room



- 1 All food is freshly prepared in our state-of-the-art kitchens
- 2 Expert lighting to suit every event
- 3 Leith's...simply better
- 4 The first floor is ideal for catering and networking

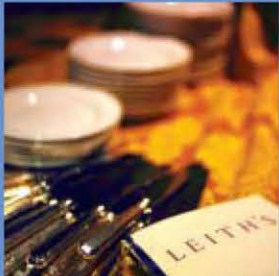
# first floor



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In close proximity to the Churchill Auditorium on the ground floor, the Pickwick Suite and Thames Room offer excellent catering areas. Both enjoy an abundance of natural daylight, the Pickwick Suite boasting impressive views of Westminster Abbey.

The suite can be booked together with the Thames Room to provide a separate lounge for VIP guests if necessary, or an overflow catering area. These areas also work well for up to 400 delegates and twelve pop-up stands.

Room	Dimensions (metres)			Capacities (delegates per layout)			fork buffet	silver service
	length	width	area <sup>2</sup>	theatre	classroom	boardroom		
Pickwick Suite	39.5	8	435	-	-	-	450	260
Thames Room	20	12.7	258	-	-	-	250	180

Caxton Lounge East  
 Victoria Suite  
 Albert Suite  
 Fleet Room  
 Caxton Lounge West



# second floor

- 1 Menus can be customised to suite exact requirements
- 2 Many rooms are ideal for pop-up stands
- 3 Leith's can cater for up to 1,500 guests
- 4 Leith's at the Centre's team in action



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The second floor is light and airy, making it ideal for receptions and buffets.

The Caxton Lounge can be used as a stand-alone area for silver service lunches, buffets and evening receptions. The area is extremely

flexible and a "movawall" can be used to divide the area into two smaller rooms.

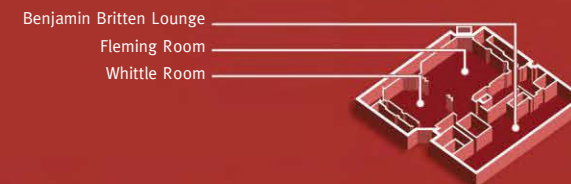
Delegates attending conference sessions in other areas of the Centre will enjoy views of Westminster Abbey during their breaks.

The Fleet Room, adjacent to the Caxton Lounge, makes a useful meeting room for closed sessions or press briefings.

This floor also offers a bespoke meeting space comprising of two rooms, the Victoria and Albert Suites, that can be used in a variety of ways, accommodating up to 89 delegates each.

Room	Dimensions (metres)			Capacities (delegates per layout)				
	length	width	area <sup>2</sup>	theatre	classroom	boardroom	fork buffet	silver service
Fleet Room	9.4	9.3	90	75	30	30	60	-
Caxton Lounge	49	8	477	-	-	-	400	300
Victoria Suite	8.9*	9.4*	83.7*	89	40	32	-	-
Albert Suite	8.8*	9.4	82.7*	87	40	32	-	-

\*These dimensions are approximate



- 1 Interface, our in-house AV company, Creates innovative, customised stage sets
- 2 State-of-the-art technology is used for your event
- 3 Nearly 800 sq m of exhibition and catering space in one room
- 4 Large conference areas are ideal for impressive presentations

# third floor



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The third floor is the Centre's most famous and arguably London's best self-contained conference and hospitality area. For meeting, networking or entertaining, the third floor is unique.

As the largest single floor space in the Centre, the third floor offers easy access for set-up and excellent

Flow-through between all areas. If you are using the entire Centre for a major conference, the third floor is the perfect area for a supporting exhibition.

With the ability to combine the Whittle and Fleming Rooms for larger events, they are ideal for theatre, cabaret and classroom-style presentations.

The flexibility of the Whittle and Fleming Rooms and the versatility of the Benjamin Britten Lounge creates endless possibilities.

With the illuminated Westminster Abbey providing a unique backdrop, the third floor is a perfect setting for prestigious silver service dinners.

Room	Dimensions (metres)			Capacities (delegates per layout)				
	length	width	area <sup>2</sup>	theatre	classroom	boardroom	fork buffet	silver service
Fleming Room	29.8	29.8	800	780	348	100	-	550
Whittle Room	29.8	18.8	500	400	206	80	-	340
Benjamin Britten Lounge	54.5	12.6	767	-	-	-	750	450
Fleming & Whittle Combined	59.8	29.8	1,300	1,200 (rp)	600	-	-	930





- 1 Fresh, unpretentious food in comfortable surroundings
- 2 All the fourth floor meeting rooms have natural daylight
- 3 Smaller rooms, ideal for intimate dinners
- 4 Popular for discussion groups and seminars

# fourth floor



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The fourth floor features a variety of smaller meeting rooms which meet all requirements for events such as press conferences, training and break-out sessions. All the rooms have natural daylight and many have captivating Japanese Garden as a backdrop.

The Westminster and St. James's Suites are well-suited to press conferences or important briefings. The rooms are adjacent and therefore offer both a meeting room and a convenient catering area. Seven smaller rooms nearby provide facilities for interviews, VIP hospitality, break-out or training sessions. The Henry Moore, Rutherford and

Abbey Rooms can be used individually or the acoustic "movawalls" can be opened to provide an open-plan area for networking or entertaining, with impressive views of Westminster Abbey.

The fourth floor offers the event organiser practical solutions for a diverse range of situations.

Room	Dimensions (metres)			Capacities (delegates per layout)				
	length	width	area <sup>2</sup>	theatre	classroom	boardroom	fork buffet	silver service
St. James's Suite	*	*	290	120 (rp)	50	30	180	120
Westminster Suite	*	*	355	140 (rp)	66	30	-	-
Rutherford	11.5	8.5	126	78	40	30	70	60
Henry Moore or Abbey	16.3	8	130	110	50	40	85	70
Henry Moore, Rutherford & Abbey Rooms Combined	44.1	8	382	-	-	-	250	200
Rutherford & Henry Moore/Abbey Room	27.8	8	256	-	-	-	160	135

Mountbatten Lounge  
Elizabeth Windsor Room



- 1 Big Ben, probably London's most famous landmark
- 2 Leith's can provide silver service catering for up to 930 guests in one room
- 3 Brand new lounge furniture throughout the Centre
- 4 The fifth and sixth floors are ideal for stand-alone events

# fifth floor



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The Elizabeth Windsor and Mountbatten Lounge can be combined and, together with the Mountbatten Room, be used as a spacious area for networking, catering and displays.

A glass staircase between the fifth and sixth floors allows excellent delegate flow and provides breathtaking views of Westminster Abbey, Big Ben and the London Eye.

An acoustic "movawall" is in place between the Elizabeth Windsor Room and Mountbatten Lounge, again

providing greater spatial flexibility and improved traffic flow between the areas.

The Elizabeth Windsor Room can also be used as a syndicate room independently to the Mountbatten Lounge.

Room	Dimensions (metres)			Capacities (delegates per layout)				
	length	width	area <sup>2</sup>	theatre	classroom	boardroom	fork buffet	silver service
Elizabeth Windsor Room	*	*	330	180	80	42	250	200
Mountbatten Lounge	*	*	510	-	-	-	350	280
Elizabeth Windsor & Mountbatten Lounge combined	*	*	840	-	-	-	500	500



# sixth floor

- 1 Relax in the Anticci Lounge whilst taking in Views of some of London's most historic sites
- 2 Architecturally-designed glass stairs between the fifth and sixth floors
- 3 VIP speakers often visit the Centre, renowned for its location and security
- 4 High-profile presentations are ideally suited to the sixth floor



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The Mountbatten Room has a fixed stage set and is ideal for theatre-style seating. The audio, lighting and projection systems are all operated by our experienced technicians from the purpose-built audio-visual control area.

The Mountbatten Room is self-contained within the fifth and sixth floors. It is a high-tech presentation area including an extensive array of AV equipment and facilities, having the flexibility to take additional AV services and equipment if required.

The Anticci Lounge is an ideal space to use as either a meeting area or a relaxation area after an event. What better place to admire the panoramic views of Big Ben, The Houses of Parliament and beyond to the London Eye.

Room	Dimensions (metres)			Capacities (delegates per layout)				
	length	width	area <sup>2</sup>	theatre	classroom	boardroom	fork buffet	silver service
Mountbatten Room	19	15.7	293	300	-	-	-	-

# Leith's

The combination of conference and banqueting experience and Leith's creative yet unpretentious style of food enables menus to be customised to suit precise requirements.

Leith's can also theme your event to make it more memorable. Original settings and table decorations can be used to create a unique and unforgettable experience.

With expertise in catering for both informal gatherings and major celebrations, Leith's can meet any budget. An extensive wine list, regularly updated, gives freedom of choice and value for money.

“Simply better”



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- 1 Leith's have an award-winning and friendly, professional team
- 2 Catering options for both the small and large event
- 3 A flexible approach to menus
- 4 Simple food freshly produced in-house

# Interface



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Interface, the in-house audio-visual department, is familiar with a diverse range of events: conferences, press launches, exhibitions, awards ceremonies and banquets. All events are unique and Interface can offer a solution for all your needs, including staging and set design, creative presentation design, production management, data and video productions, live camera and camera record, lighting design, sound, press feeds, broadcast links and tie lines and worldwide satellite links.

Interface knows the flexibility of the Centre, has access to permanent installations and can offer the latest equipment at extremely competitive rates. With a highly skilled and committed team of Project Managers and Technicians who have an unequalled knowledge of the Centre, Interface can offer on-site support both prior to and on the day of the event. With their helpful and friendly approach they will guarantee you peace of mind and ensure that your event is a great success.

- 1 A camera shoot in the Churchill Auditorium
- 2 AA and Centrica in the Mountbatten Room
- 3 Rigging of intelligent lighting in the Churchill Auditorium
- 4 ALG Conference in the Mountbatten Room
- 5 Customised lighting on the stage set in the Mountbatten Room
- 6 London Grid for Learning Live Video Conference



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# information technology

Known as one of the most IT intelligent buildings in London, The Queen Elizabeth II Conference Centre has always been at the forefront in implementing new technology for the benefit of its customers.

Latest technology for the Centre includes wireless telephones which allow customers to use the Centre's telephone exchange from anywhere in the building.



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In addition to internet connectivity using a T3+ connection (which can carry up to 34Mbs of data) we also operate a wireless LAN (Local Area Network) which operates via numerous access points situated in strategic locations throughout the building, providing Centre-wide coverage. This allows clients or event organisers to surf the net or download e-mails on laptops without having to connect to a wall socket. Clients or event organisers can have a PCMCIA card installed on their machine for the duration of an event. This will allow for 24 hour surfing of the net for a one-off connection fee. Customers can hire PCs and laptops direct from the Centre, thus guaranteeing full technical support for the duration of the event.



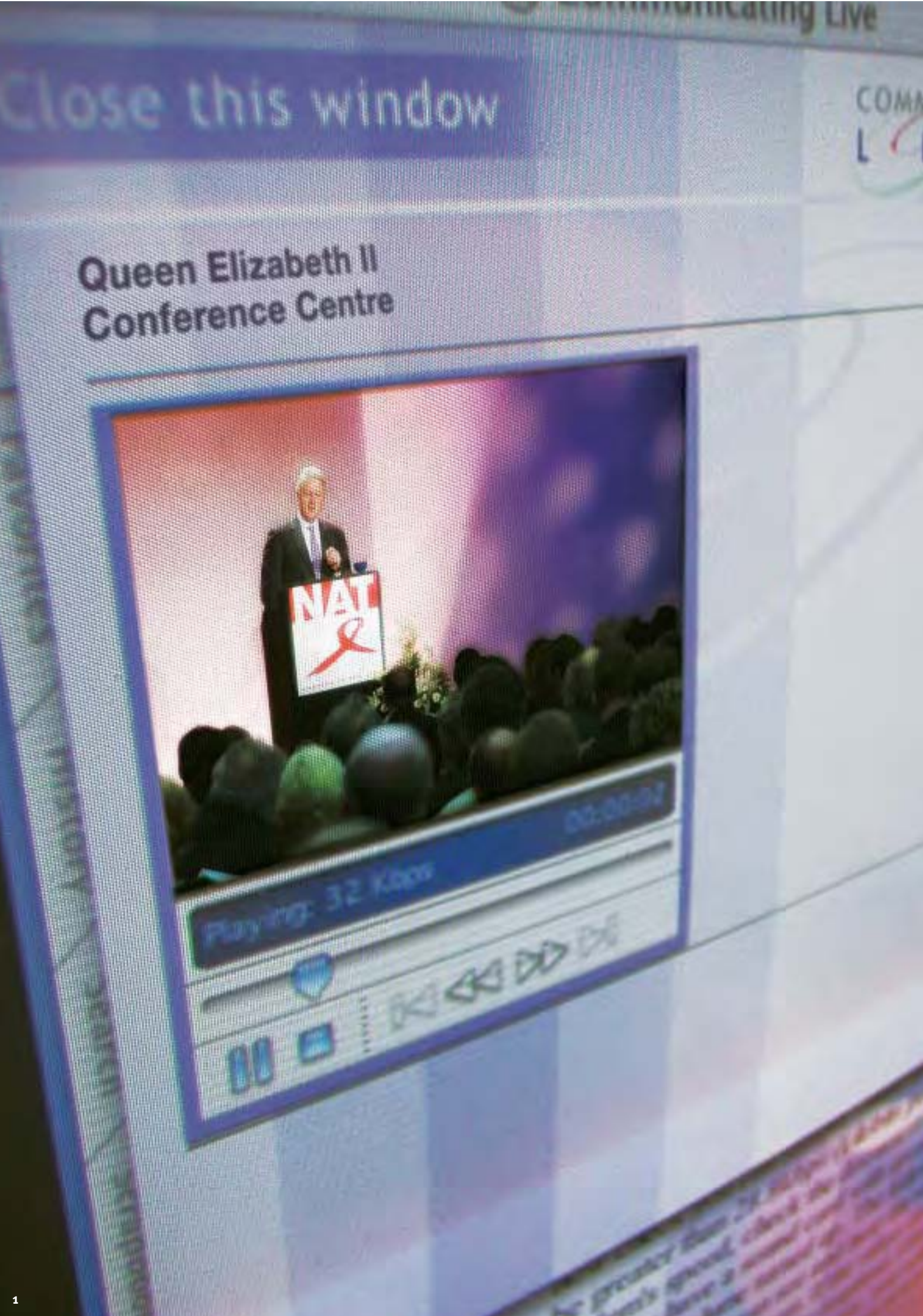
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Cyber-café are a popular option for exhibitors as they can be located anywhere in the building and encourage delegates and visitors to view exhibitor products online, in addition to accessing information from the net. PC packages are also offered for hire and include a broad range of equipment incorporating the latest computer technology. The Centre also has an affordable in-house webcasting service. Video images and sounds of each session of the event can be captured and webcast live over the internet. All webcasting is done entirely in house, with co-operation between our specialist AV production company, Interface, and the internal IT department.



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- 1 Webcasting and online conferences straight to your PC
- 2 Cyber café based on wireless connection
- 3 The building is completely wireless throughout
- 4 Surf the net and access your e-mail from internet pods located around the Centre





- 1 The newly refurbished Sanctuary Foyer complete with digital signage
- 2 Access your emails from the Business Centre

The Sanctuary Foyer is the ideal area to accommodate the registration of delegates.

The Centre provides registration desks and can work with you and our graphics supplier in providing excellent, clear and well designed signage.

In addition, the Centre provides a complimentary installed telephone. The registration desks in the Sanctuary Foyer are also centrally located and perfectly positioned for the cloakroom area. We can recommend a hostess service and badging company to badge and welcome your delegates professionally.

# business centre

The Business Centre is located in the Sanctuary Foyer on the ground floor. It is the first point of contact for clients and event organisers and offers a professional and friendly welcome.

In addition to providing a full secretarial service (including faxing,

copying and typing), the Business Centre is equipped with fully specified PCs for document preparation and fast internet access, enabling clients and event organisers to send and receive emails.

The Business Centre also offers a small meeting room for up to 12

people that includes video conferencing equipment and can be hired for two hours or more at short notice.

Our friendly and helpful staff make the difference. From information about the local area to a range of gifts, our fully equipped business Centre is designed to cope.



# security

As one of the most security-conscious buildings in London, we have facilities to provide appropriate levels of security to suit your event, from low key measures to high level security options for visiting dignitaries

- 1 Security assistance with radio contact is available at all times
- 2 Close-circuit cameras are installed throughout the building
- 3 Fully equipped security control room, staffed around the clock



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and VIPs. Our uniformed guards provide flexible security measures with constant reassurance: additional staff and security equipment can be provided upon request.

# further information

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Winner  
Europe's Leading  
Conference Centre

The Queen Elizabeth II Conference Centre is proud to be a member of the following:



INVESTOR IN PEOPLE