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**CHICHESTER MEDICAL
EDUCATION CENTRE**
St Richard's Hospital
Spitalfield Lane
Chichester
West Sussex PO19 6SE
Tel: 01243 788122 ext. 2731
Fax: 01243 532576
www.cmec.info
Charity Registration No. 244559

DESIGNED & PRODUCED BY KALL KWIK CHICHESTER 01243 778711

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**CONFERENCE
& SEMINAR FACILITIES**

LECTURE THEATRES

TUTORIAL ROOMS

**DENTAL TEACHING
FACILITIES**

**EQUIPPED WITH THE
LATEST AUDIO VISUAL
TECHNOLOGY**

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technical assistance

OUT OF HOURS SUPERVISION

An Out of Hours Supervisor is required for all meetings starting after 6pm weekdays, Saturday and Sunday or for meetings with equipment finishing after 6pm weekdays. All meetings must be finished and rooms vacated by 10pm when security locks up and turn alarms on. The OHS will open the building up for you and set out any equipment required and close it up afterwards, clearing away equipment, etc. and help with any queries.

TECHNICAL SUPPORT

Should you require technical assistance throughout your presentation/conference please let us know in advance so we can organise this. There will be an additional charge for this service.

CMEC is covered by CCTV. There is a payphone and fax machine within CMEC.



introduction

CMEC is a purpose built educational facility, finished in 1991, on the St Richard's Hospital site. It is a registered charity administered by a board of Trustees and independent from St Richard's Hospital. CMEC is a non-profit making organisation and any charges made are used to update and maintain the equipment and building.



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facilities

The ground floor of CMEC provides an excellent range of conference and seminar facilities. There are seven seminar/tutorial rooms, two tiered lecture theatres and a hall capable of seating 250 people. All rooms are extremely well equipped with audiovisual equipment which can be pre-ordered and set up before your meeting.

The large, spacious foyer provides an attractive setting and is an excellent reception point prior to the start of a meeting and is an ideal place for larger groups to register. It is also perfect for displaying exhibition stands or for refreshment breaks during meetings.



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dental facilities

The main dental teaching facility, situated on the first floor of CMEC, has one demonstration workstation with audiovisual links to ten student work stations each with flat screen video monitors. The room has surround sound audio and is fully air-conditioned.

The other half of the room is a dedicated lecture area. There is a data presenter and laptop link for a large screen presentation and large screen video presentation, as well as the normal dual slide projection (with remote control) and OHP. The Williams Room situated next door to the Dental Teaching Facility is a fully equipped dental surgery with digital x-ray, microscope, video cameras and two way video/audio link which can be connected to either the Dental Teaching Facility next door or the Dinwoodie Lecture Theatre to allow live demonstrations with direct interaction with course participants.

facilities



CMEC has a separate dining room, which is available for breakfast and evening functions during the week and also for lunch during the weekends. We are happy for clients to provide their own catering, use external caterers or use the hospital catering department. Please contact them directly to discuss your requirements (01243 788122 ext.3230).

CMEC has an Audiovisual Technician to assist with all your technical requirements. He can offer you advice and provide suitable equipment, giving you the best solution to meet your needs.

We always aim to be as flexible as possible and would welcome the opportunity to arrange for you to visit the Centre prior to your meeting to discuss your individual requirements. Please feel free to discuss all your requirements when planning your meeting. We are here to ensure everything goes smoothly and with the minimum amount of stress.

conferences & seminars

THE MICKERSON HALL

Situated directly off the main foyer of CMEC, the Mickerson Hall comfortably accommodates a maximum of 250 seated. The Hall contains a ceiling mounted data presenter to show large screen computer and video projection, with an excellent sound system. The lights can be dimmed in stages. Further equipment can be set up in the hall on request. The Hall is tastefully decorated with plenty of natural light. The adjacent foyer is ideal for refreshments breaks. Food cannot be taken into the hall.

DINWOODIE LECTURE THEATRE

Situated directly across the main foyer, the Dinwoodie Lecture Theatre is ideal for lectures, conferences and seminars. The room is tiered and has cinema style floor lighting. The room comfortably accommodates 70 delegates and is fully equipped with all the latest audio visual facilities including video conferencing (charges on application), large screen data and video presentation, image visualiser, x-ray viewers, dual slide projection, overhead projection, large front desk and computerised lectern. Computer presentation can be operated from disk, CD ROM or via your own laptop. The lecture theatre is fully air-conditioned. The adjacent foyer is ideal for refreshment breaks. Food cannot be taken into the lecture theatre.

capacity

SEMINAR/TUTORIAL ROOMS

Situated along the corridor off the main foyer. There are a number of rooms ideal for breakout rooms, meetings or interviews. The rooms will comfortably seat between 10 – 25 delegates. All rooms have white boards and pens, OHPs and projection screens and can be blacked out. Catering can be set up outside or inside these rooms. Additional equipment can be set up in these rooms on request.

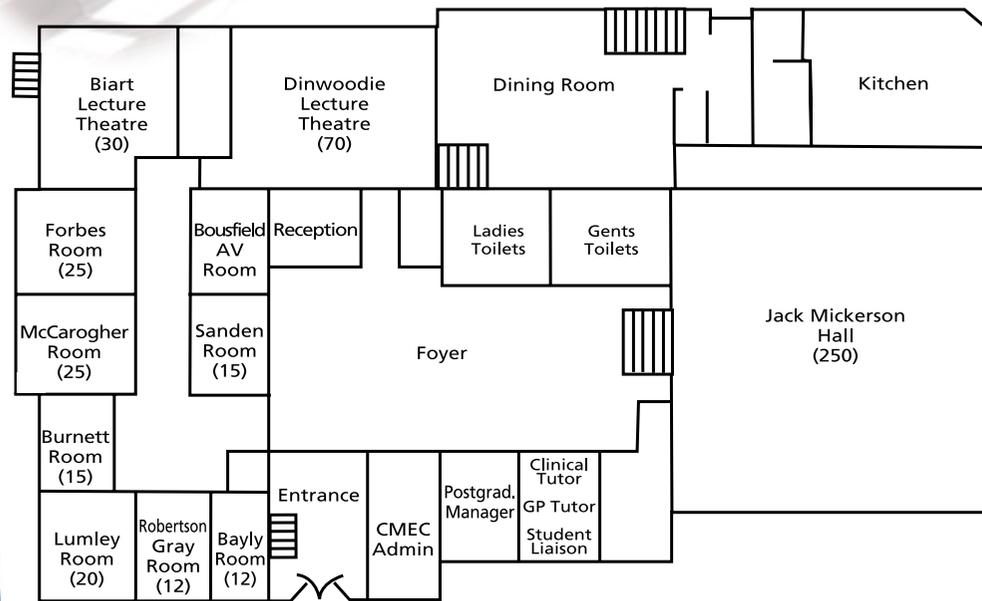
Bayly Room	Seats 12
Robertson Grey Room	Seats 12
Burnett Room	Seats 15
Sanden Room	Seats 15
Lumley Room	Seats 20
McCarogher Room	Seats 25
Forbes Room	Seats 25

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plan



exhibitions & meetings

BIART LECTURE THEATRE

Situated at the end of the seminar room corridor, the Biart Lecture Theatre is ideal for smaller lectures, conferences and seminars. The room is tiered. The room comfortably accommodates 30 delegates and is fully equipped with all the latest audio visual facilities including large screen data and video presentation, x-ray viewers, dual slide projection, overhead projection, large front desk and computerised lectern. Computer presentation can be operated from disk or CD ROM or via your own laptop. Food cannot be taken into the lecture theatre.

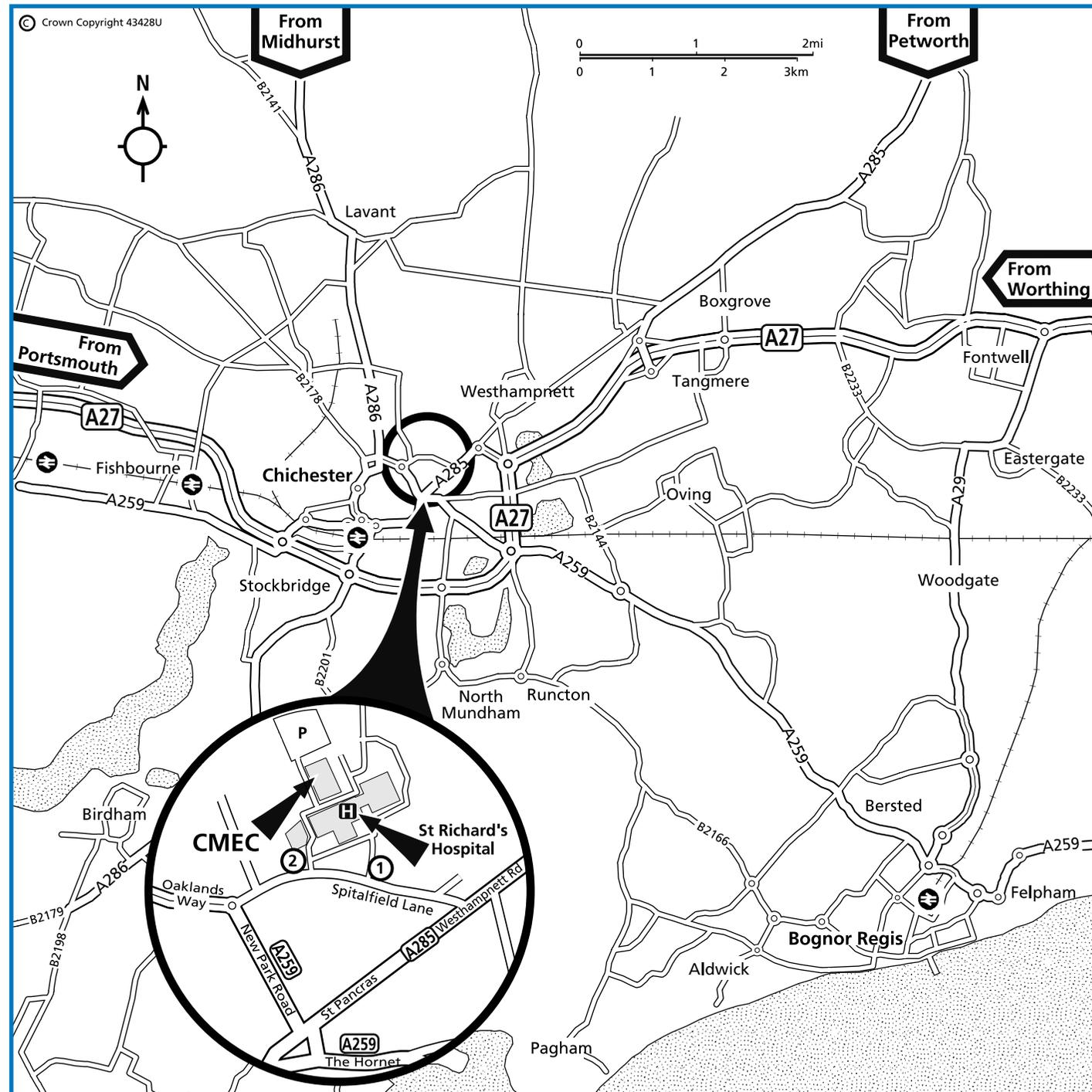
FOYER

Large, light, airy foyer ideal for registration, refreshment breaks, exhibitions, etc.

DINING ROOM

Large, airy dining room able to seat comfortably 60/70 delegates. Available for breakfast and evening use during the week and all day during the weekends.





location

FROM SOUTHAMPTON/PORTSMOUTH

Join the M27 eastbound and continue onto the A27 beyond the exit for the A3(M) for ten miles to arrive at the roundabout with the A259. Turn left for Chichester and continue to the third roundabout and turn left. Proceed over a further roundabout and at the next (large) roundabout, take the third exit into Oaklands Way. Turn left at the next roundabout into Spitalfield Lane. Enter the hospital grounds at Entrance 2.

FROM BRIGHTON/WORTHING

Join the M27 westbound. Continue on the A27 beyond Arundel for eight miles to arrive at the roundabout with the A285. Take the second exit here, to join the A285 towards Chichester. At the next roundabout, take the first exit to remain on the A285, Westhampnett Road and over a mini roundabout. At the next mini roundabout, take the second exit into Spitalfield Lane. Enter the hospital grounds at Entrance 2.

BY TRAIN

Chichester Station is a ten minute taxi journey from CMEC.

For further information, please call the National Rail Enquiry Line on 0845 748 49 50.

PARKING

Parking outside CMEC is restricted to short waits of up to 30 minutes in the two spaces opposite the front door. Long term parking is available in the Hospital Pay and Display car parks or to the rear of CMEC. There is a small charge for this.

contacts

Telephone: 01243 788122 + extension no.
Fax: 01243 532576

CMEC Reception/Room bookings **Kate Southwell** ext. 2731

Postgraduate Education Manager **Bebba Smithers** ext. 2726

CMEC Administrator/ GP Liaison **Rebecca Robinson** ext. 2730

Dental Liaison **Sally Hedley** ext. 2799

Student Liaison **Pauline Price** ext. 2795

AV Technician **Mick Ever** ext. 2743

IT Medical Education **Richard Ely** ext. 2738

Slide Facilitation **Michelle Hood** ext. 2260

Chairman of CMEC Trustees **Robert Simpson**

CMEC Trustees **David Allen**

Philip Bevan

Andrew Crawford

Roger Eve

Peter Godfrey

Jonathan Hooker

Colin Reid

John Williams

Clinical Tutor **Graeme Dewhurst**

GP Tutors **Jim Price and Alan Copsey**

Undergraduate Tutors **Philip Britton and Graeme Dewhurst**

Dental Tutor **David Macpherson**

tariff

ROOMS

Mickerson Hall	£40 per hour
Dinwoodie Lecture Theatre	£30 per hour
Biart Lecture Theatre	£25 per hour
Seminar Room	£15 per hour
Foyer	£10 per hour
Dining Room	£20 per hour
Dental Lab	£200 per day
Williams Room	£300 per day
Hire of CMEC for whole day	£1250 (excludes dental facilities and dining room)

25% reduction on room hire for charities and medical education facilitators

EQUIPMENT

Flip chart stand and pad	£15
OHP	£10
TV/video	£15
Slide projector	£15
Laptop and data presenter	£30 (seminar rooms only)
Hand held or lapel microphone	£5 (Dinwoodie and Mickerson Hall)
Laser pointer	£5
Mobile speaker system with two large speakers and microphone	£25
Photocopying	5p per copy

Out of Hours Supervisor £10 per hour