

GLOBAL HUB GUIDELINES

**The capacity of the Board Room section of the room is a maximum of 12.**

**The soft seating area is more flexible. Please contact the Global Engagement Hub team to discuss on 65068.**

**If you require exclusive use of the Hub please state this at the time of booking.**

Keys for the room are available for collection from DLG07. Please call the Operations Officer on 65068 to arrange a collection time.

At the end of your meeting please ensure:

- **The room is clear and tidy**
- **The room layout below is retained**
- **The room key is returned to a member of the Hub team in DLG07**



**Many thanks for your cooperation**