



**beacon** conferencing  
Conferencing Facility in the **Beacon International Centre**

## Delegate Information Sheet

Andy Oxlade, Centre Manager  
Beacon International Centre,  
Unit 22 Anson Court, Dyson Way  
Staffordshire Technology Park  
Stafford ST18 0GB  
Tel: 01785 212504 (8:30am-5:00pm)  
Email: [andy@staffordbeacon.co.uk](mailto:andy@staffordbeacon.co.uk)

Dear Conference Delegate,

Welcome to the **beacon** Conference Centre, we trust that you will enjoy your day with us.


All parking spaces designated to the **Beacon International** (18) are specifically allocated to our facility, any unmarked bays (20) are also in the event of no spaces being available when you arrive, on no account use any other marked parking spaces, there is always plenty of parking space on the road outside Anson Court. Although we do not have specifically allocated disabled parking bays, please contact me in advance and I will reserve a suitable space for your needs.

Toilets are located in the Café and Conference Centre Entrance, additionally there is disabled facility in the rear lobby opposite Room 2.

The Conference Centre is designated as completely No Smoking, and we ask that smokers respect others by not smoking near to our entrance doorways. There is a wall mounted ashtray located outside unit 25 for discarded cigarette butts, please do not drop cigarette butts on the paths or carpark.

In the unlikely event of a fire, please exit the building on the car park side through any outside door and assemble on the far side of the cannon in the car park.

For events not booked for lunchtime meals, our Bistro Conference menu is available for advanced ordering to ensure that all meals are served at the best time to fit in with your conference presenter's schedule. To avoid delays please pay for all meals when ordering and confirm your name for each order. Your meal will be served to one of the reserved tables in the Cafe. Please help us by allowing your sessions to break at the appointed time as your food will be ready and may need to be coordinated with other conferences. If your conference organiser has arranged for the option of bringing your own food for lunchtimes, please give priority to our paying customers, and maybe consider eating in your conference room. Hot and cold drinks are available for purchase at the Café, as are cakes, biscuits, and chocolate for your journey home.

Should you require access to our free  internet connection, your access point is **beacon** and the code for you to use will be supplied to your event organiser on the day.

Before leaving our premises, or soon after, please complete the attached questionnaire so that I can gauge your opinion of the quality of our service. We operate a system of continual improvement, which can only be effective with your feedback.

Finally, thank you for choosing to attend an event hosted at the **beacon** Conference Centre today, it has been a pleasure to host your meeting, and we look forward to seeing you again soon.

Best wishes

*Andy Oxlade*  
Centre Manager.