

Training course: Use and interpretation of ECMWF products (train the trainer)

General information for visitors, 11-14 February 2019

Security

Your name badge doubles as a security pass. Access can be denied by the security guard if you are unable to show him the badge on request. For security reasons you must sign the visitors' list at the Reception Desk each day on arrival and departure.

Please do not leave any personal belongings at ECMWF outside office hours. Also we recommend that you do not leave valuables unattended in the meeting rooms or any other part of the building. ECMWF will not take any responsibility for items lost at the premises.

Wireless network access

A username and password will be provided when you arrive for the course.

Weather Room facilities

There is one public access PC. If you need to print any documents, e.g. boarding pass etc, please ask at the Reception Desk. There is a stack of five lockable cupboards that visitors can use for the secure charging of tablets, laptops and other mobile devices. Each cupboard contains a standard 13amp British style socket and an EU adapter. If you wish to leave your device in the cupboard you should lock it, keep the key with you and remember to leave the key in the lock when you retrieve your device.

Restaurant

The restaurant provides the following daily services:

08:00 onwards	Light breakfast: cereals, granola and fruit
13:00–14:00	Lunch: 4 hot counter choices (inc. 1 vegetarian) a variety of salads and desserts.
13:00–14:00	'Grab & Go': sandwiches, soups, salads and snacks – avoid the queues!

Please speak to the restaurant staff if you have any special dietary requirements.

The restaurant can accept chip and pin and contactless card payments if your bank or credit card allows. You may spend up to a maximum of £15.00 in each transaction.



NB: We are not able to accept the old pound coins as payment as they are no longer legal tender.



Coffee/tea will be supplied during the breaks as specified on the programme.

Smoking

Smoking is not allowed inside the building. Please ask at Reception Desk and you will be directed to the outside smoking area.

Enquiries

If you have any questions please contact the Reception Desk who will liaise with the event organisers.

Fire rules

There is no fire drill planned during the course. If you hear the fire alarm please leave the building and report to the visitors' assembly area in the main car park (*see map overleaf*).

Key locations & emergency exits

