

Victoria meeting space at Carnival House

Frequently Asked Questions

Last Updated: 10/04/2024

1. Why did we change the floor 4 collaboration space into a bookable meeting room?
 - a. You told us you'd like to see more spaces at Carnival House for hosting larger team updates and activities, so throughout March our Facilities team worked to transform the collaboration space on floor 4 into **Victoria**; a 140-person bookable meeting space.
2. Who can use this space?
 - a. If you're working from Carnival House, you can book this space. To make a booking speak with your departmental EA or PA.
3. Can I arrange catering in this space?
 - a. Yes, please visit the 'Carnival House' page on The Insider (use the shore drop down menu from the homepage to find it) and access the Hospitality booking form. Please allow at least 48 hours before your meeting You'll need to provide a budget code.
4. What AV equipment is available?
 - a. Victoria has a large TV screen which can be used for presentations and sharing other content. A microphone and speakers are also bookable – speak with your departmental EA or PA to book these
5. What is the maximum capacity for this space?
 - a. The maximum capacity of Victoria is 140 colleagues. To comply with safe occupancy limits and help make it a comfortable and enjoyable space to be in please don't use this space for more than 140 colleagues.
6. Is there a minimum capacity to book this space?

Yes, so that this space is available for larger teams who need it, we kindly ask that this space is only booked for meetings or events with 30+ colleagues. For smaller teams we have many other meeting spaces available including Rotterdam and Quebec which each have a capacity up to 22 colleagues and can be combined to increase capacity to 70 colleagues.
7. I've booked a desked in close vicinity to Victoria, what measures are in place to minimise disruption?
 - a. An acoustic curtain has been installed to minimise disruption to colleagues working at desks on FL4 West
8. Will it be possible to reserve seats in the front row for colleagues that need additional support, such as visually or audible impairment?
 - a. Yes, signage to reserve seats will be available from a magazine tray near the TV screen. It is the responsibility of the meeting host to have these in place.
9. How do I report a fault?
 - a. If you've noticed a facilities fault in Victoria, please report it by emailing carnival.house@carnivalukgroup.com or by calling x5057 or 023 8065 5057. If you want to report an IT fault, please contact [Tech Centre](#).
10. What is the standard configuration for Victoria?
 - a. Victoria is set up theatre style with 140 seats. If you'd like to change the configuration, for example use the space without any seating please email dockmasters@carnivalukgroup.com at least 48 hours before your booking to reconfigure the room
11. Can colleagues still use this area of the building if Victoria is not in use?
 - a. Yes, there will still be table(s) and seating, plus two pods for colleagues to use. So that this space is always ready to use please don't move any furniture.
12. Will there be a NEAT bar to interact with colleagues working remotely?
 - a. No, to support collaboration and connection the space is designed for hosting larger team updates and activities in person.