

novotel.com



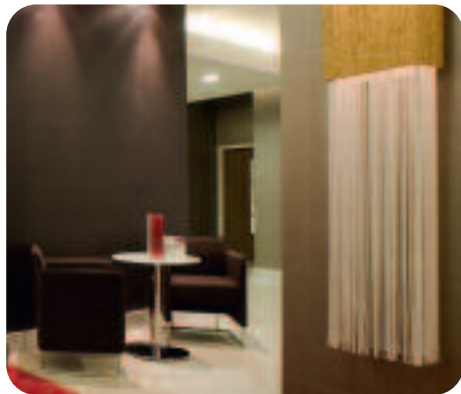
meeting @
NOVOTEL

READING
CENTRE



UNITED KINGDOM

TAKE YOUR MEETINGS TO A NEW DIMENSION AT NOVOTEL READING CENTRE



Introduction

Meeting facilities

7 Point Promise

Meeting types

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- An AA 4 star New Generation Novotel: the perfect venue for all your meetings and conferences
- State-of-the-art facilities and services, tailored to your requirements
- Online search tool for up-to-the-minute availability and booking
- Benefit from the Meeting@Novotel 7 Point Promise of instant availability; bespoke solutions; dedicated support; innovative break solutions; connectivity; flexible pricing; and well-being

www.novotel.com/meetings

MEETINGS AND CONFERENCES AT NOVOTEL READING CENTRE

The hotel is close to the key transportation hubs and offers the ideal venue for meeting on business. Its dedicated conference and banqueting suite comprises:

- eight purpose-designed, fully equipped meeting rooms
- capacity for up to 90 people theatre-style
- all meeting rooms have natural daylight and offer flexible layout plus breakout areas
- latest technology, including WiFi



DELEGATE PACKAGES

Day Delegate Rate includes:

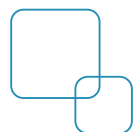
- Main meeting room hire
- Paper, pencils, name cards
- Data projector, screen and flip chart
- Mineral water and Fair Trade nibbles
- Welcome tea, coffee, biscuits, fruit juice and fresh fruit
- Bespoke morning and afternoon breaks for refuelling mind and body
- Breakout area featuring Nespresso machine and Nintendo Wii
- Three-course hot and cold buffet lunch in the elements restaurant

24-Hour Rate includes:

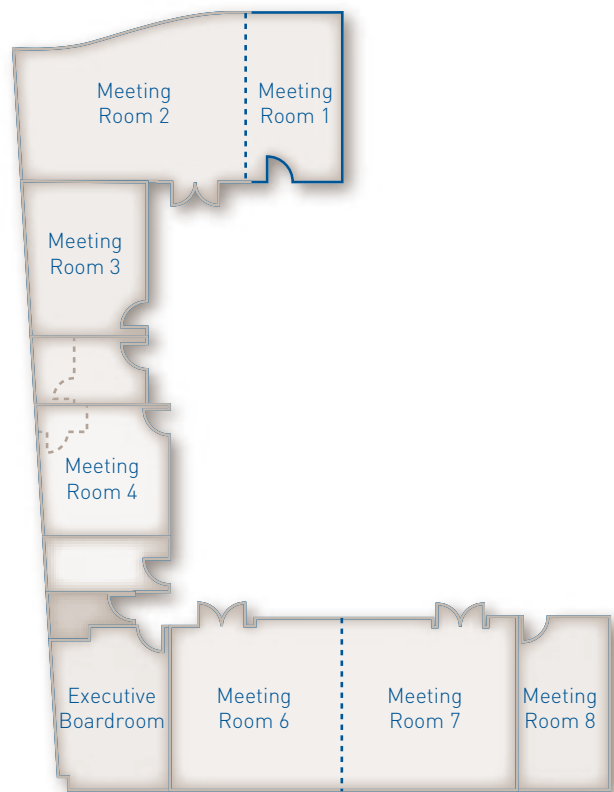
- All of the above
- Three-course dinner
- Overnight accommodation
- Full English breakfast

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LAYOUTS AND CAPACITIES



Our New Generation meeting facilities are designed to be as flexible as you need them to be, with adaptable formats to suit your requirements.



Novotel Reading Centre offers eight meeting rooms:

Room	Dimensions in m ²	Number of delegates				
		Boardroom style	Theatre style	Classroom style	U-shape style	Cabaret style
Meeting Room 1	26	12	20	12	N/A	N/A
Meeting Room 2	56	24	46	24	20	N/A
Meeting Room 1&2	88	75	75	48	28	45
Meeting Room 3	30	12	20	12	N/A	N/A
Meeting Room 4	32	12	24	12	12	N/A
Executive Boardroom	30	12	N/A	N/A	N/A	N/A
Meeting Room 6	53	20	40	24	18	N/A
Meeting Room 7	53	20	40	24	18	N/A
Meeting Room 6 & 7	106	36	100	56	38	60
Meeting Room 8	26	12	20	12	N/A	N/A

Capacities based on maximum number of delegates. Ceiling height 2.8m.

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OUR 7 POINT PROMISE WILL ENSURE YOU GET THE MOST OUT OF YOUR MEETING AT NOVOTEL READING CENTRE



Instant availability

We respond to all enquiries within three hours.
We send a fully comprehensive proposal.

We ensure instantaneous online availability via novotel.com/meetings.

Bespoke solutions

Our proposals are tailored to your specific needs.
Our website offers a range of information and advice to help plan an event.

We offer last minute bookings directly and via online booking tools.

Dedicated support

Our team is at your disposal during your planning and throughout your time in the hotel: make the most of our expertise and advice at any time.

Innovative break solutions

We offer a range of innovative and flexible break solutions for refuelling mind, body and soul.

Connectivity

We offer high-speed wireless and cable broadband internet in all meeting areas and bedrooms. We provide access and technical support for all the latest AV equipment.

Flexible pricing

We offer totally transparent pricing with no hidden costs.

We provide flexible pricing solutions that adapt to suit market demand.

Well-being

For maximum efficiency and success of meetings, we take the comfort of all those attending very seriously. With the well-being of each and every attendee in mind we offer ergonomically designed furniture; inventive and invigorating breaks; varied, balanced meals; bright, spacious bedrooms; swimming pools, fitness centres and spas; and suggestions regarding activities close to the hotel.

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Novotel has identified four categories into which the majority of meetings fall:



BRAINTRAIN MEETING

The right conditions to allow your TRAINING to succeed.

Most companies need a venue to hold training sessions on a regular basis for their staff or, in the case of training organisations, for their clients. Typical aims are:

- to achieve the educational goals of the training course
- to give participants the desire to put into action what they have learned
- to stimulate discussion and encourage networking

GO TEAM! MEETING

The environment and the atmosphere to unite your TEAM.

As a manager, you probably bring your team together regularly to hold meetings outside your usual setting, or to review and assess the team's track record, its objectives, results, successes and failures. Typical aims are:

- to re-motivate your team by setting new objectives
- to reinforce their feelings of being part of the company
- to air problems and find the right solutions by discussing them with all the participants
- to clarify how the company works and establishing a roadmap on which participants can base their work

SHOW AND TELL MEETING

For PRESENTATIONS that really convince your audience.

Presenting new products or new services to your clients, your distribution network, or a network of opinion leaders, is a regular necessity for many companies. You may want to share your company's results with your shareholders and get them to sign off your strategy. Maybe you need to inform the members of an association about actions that have been carried out and the results they achieved. Typical aims are:

- to test the relevance of your project
- to court your clients, convince your distributors, and get your shareholders to agree with your plans for the company and decide on a roadmap to base future actions on

MINDSHARE MEETING

A group dynamic perfect for BRAINSTORMING and creativity.

The format when you're looking for strong, innovative ideas to launch new products or new services, improve your current offering, dream up new ways to operate, or develop a new action plan with your team. Typical aims are:

- to collect as many ideas as possible by bringing your team together in a relaxed setting
- to optimise discussion in order to drive your company's projects forward
- to create a convivial atmosphere so everyone feels they can speak openly and freely

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NOVOTEL READING CENTRE

Stylish Novation bedrooms

- All bedrooms designed for flexible living
- Fitted for comfort whether working or relaxing
- Ergonomically designed desk for working or dining
- Natural materials and finishes used throughout
- Full services and full facilities
- All 178 bedrooms en-suite
- Executive bedrooms for a VIP experience
- Great choice of in-room entertainment

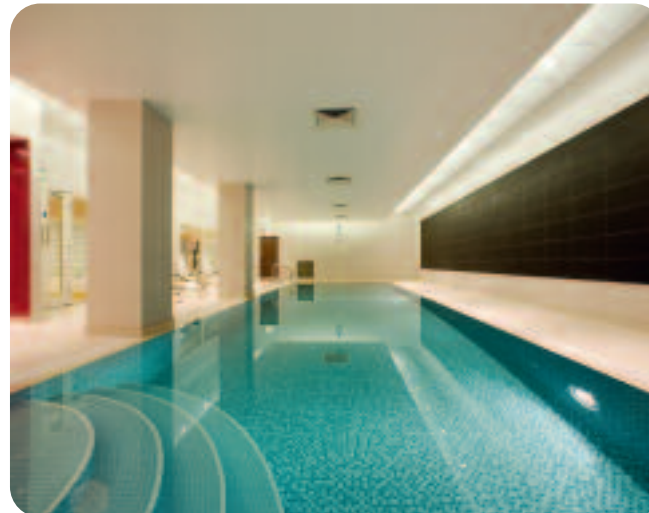
Eat in style at elements



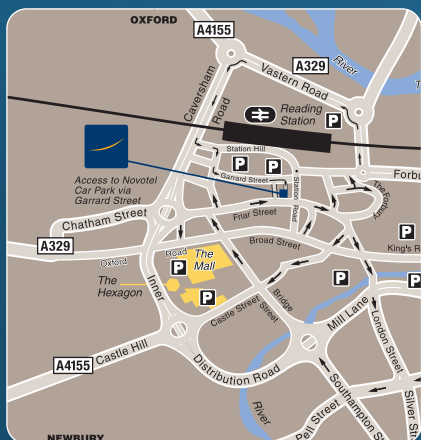
elements is our new approach to food and drink. Eat what you want, where you want, when you want and how much you want, with dishes in taster, starter and main course sizes. The same varied menu is available in the restaurant, which has been awarded one AA Rosette, in the bar and in your room. You choose. **elements** is open from 6am to 10pm.

Keep fit or relax

Our leisure and fitness suite comprises an indoor swimming pool, sauna, steam room and gym.



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The ideal location

Whatever mode of transport delegates choose they will find Novotel Reading Centre easily accessible.

ROAD

M4 junction 11 via the A33: 20 minutes' drive

RAIL

Reading Train Station: 3 minutes' walk

AIRPORT

London Heathrow Airport: 40 minutes' drive



NOVOTEL READING CENTRE

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Reading RG1 1DP

For conference or accommodation enquiries:

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www.novotel.com/meetings

More than 400 hotels worldwide
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