

novotel.com



meeting @  
NOVOTEL

CARDIFF  
CENTRE



UNITED KINGDOM

# TAKE YOUR MEETINGS TO A NEW DIMENSION AT NOVOTEL CARDIFF CENTRE



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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](http://www.novotel.com/meetings)

# MEETINGS AND CONFERENCES AT NOVOTEL CARDIFF CENTRE

The hotel is right in the centre of the city, a 10-minute walk from the station, and offers the ideal venue for meeting on business. Its dedicated conference and banqueting suite comprises:

- ten purpose-designed, fully equipped meeting rooms
- capacity for up to 200 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:

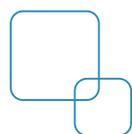
- Main meeting room hire
- Paper, pencils, name cards
- Data projector, screen and flip chart
- Mineral water and Fair Trade nibbles
- Welcome tea, coffee, biscuits, fruit juice and fresh fruit
- Bespoke morning and afternoon breaks for refuelling mind and body
- Breakout area featuring Nespresso machine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

### 24-Hour Rate includes:

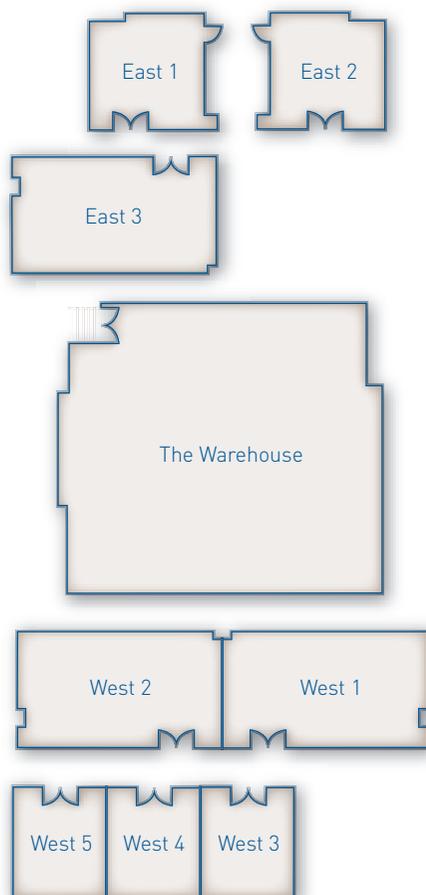
- All of the above
- Three-course dinner
- Overnight accommodation
- Full English breakfast

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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 Cardiff Centre offers nine meeting rooms:

Room	Dimensions in m <sup>2</sup>	Number of delegates					
		Boardroom style	Theatre style	Classroom style	U-shape style	Cabaret style	Banquet Style
<b>The Warehouse</b>	210	60	200	80	50	75	180
<b>West One &amp; Two</b>	98	40	100	50	40	50	80
<b>West One</b>	49	20	50	25	20	N/A	N/A
<b>West Two</b>	49	20	50	25	20	N/A	N/A
<b>West Three</b>	25	12	20	12	10	N/A	N/A
<b>West Four</b>	24	12	20	12	10	N/A	N/A
<b>West Five</b>	24	12	20	12	10	N/A	N/A
<b>East One</b>	73	28	50	36	28	30	70
<b>East Two</b>	41	14	35	20	14	N/A	N/A
<b>East Three</b>	30	12	25	15	12	N/A	N/A

Capacities based on maximum number of delegates. Ceiling heights: rooms 2.6m and the Warehouse 4.8m.

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# OUR 7 POINT PROMISE WILL ENSURE YOU GET THE MOST OUT OF YOUR MEETING AT NOVOTEL CARDIFF 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](http://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.

## **Connectivity**

We offer high-speed internet connectivity: wireless in all our meeting areas and cable in the 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.

[www.novotel.com/meetings](http://www.novotel.com/meetings)

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 CARDIFF 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 138 bedrooms en-suite, including one suite and six accessible rooms
- Great choice of in-room entertainment

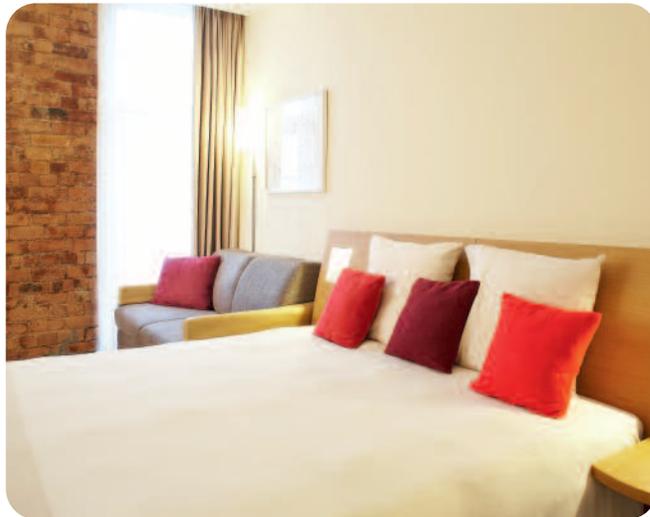
## Eat in style at elements



**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, in the bar and in your room. You choose. The **elements** restaurant is open from 12 noon to 2.30pm and 6pm to 10pm; and the **elements** bar from 9.30am to 3pm (24 hours Saturday and Sunday).

## Keep fit or relax

Our leisure and fitness suite comprises a heated swimming pool, sauna, steam room, jacuzzi, solarium and gym.



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### The ideal location

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

#### ROAD

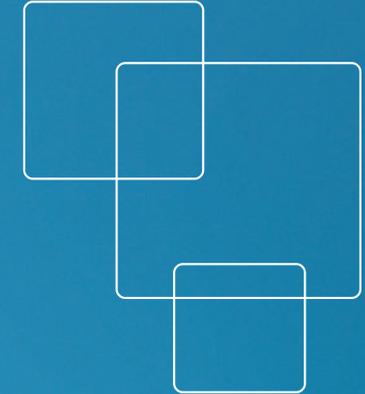
M4 Junction 29 or 32: 15 minutes' drive

#### RAIL

Cardiff Central Station: 10 minutes' walk

#### AIRPORT

Cardiff International Airport: 30 minutes' drive



# NOVOTEL CARDIFF CENTRE

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