

novotel.com



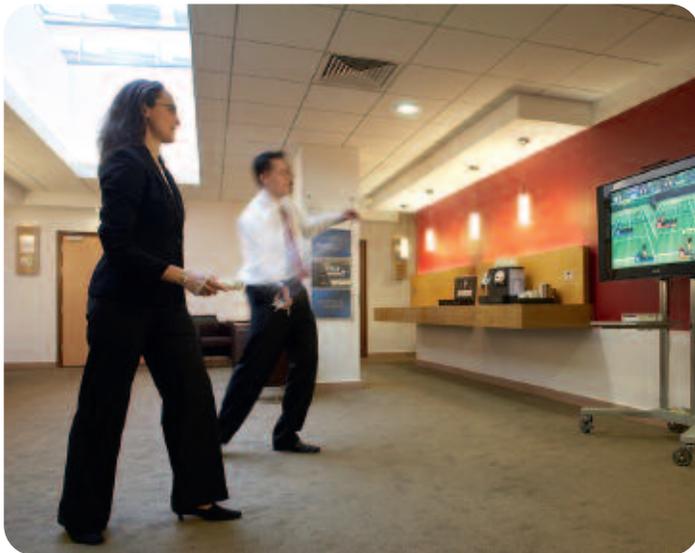
meeting @  
NOVOTEL

LONDON PADDINGTON



UNITED KINGDOM

# TAKE YOUR MEETINGS TO A NEW DIMENSION AT NOVOTEL LONDON PADDINGTON



Introduction

Meeting  
facilities

7 Point  
Promise

Meeting  
types

Hotel  
information

Contacts

- 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 LONDON PADDINGTON

The hotel is located in the new Paddington Central area, easily accessible by road and a few minutes' walk from Paddington Station. Its dedicated Conference and Meeting Centre comprises:

- eight purpose-designed, fully equipped meeting rooms
- capacity for up to 140 people theatre-style
- all meeting rooms have natural daylight and air conditioning, and offer flexible layout plus breakout areas
- latest technology, including WiFi and Apple business corner



## DELEGATE PACKAGES

### Day Delegate Rate includes:

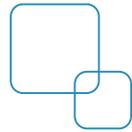
- Main meeting room hire
- Apple business corner
- Paper, pencils, name cards
- LCD projector, screen and flip chart
- Mineral water and Fair Trade nibbles
- Welcome tea, coffee, biscuits, fruit juice and fresh fruit
- Bespoke morning and afternoon breaks for refuelling mind, body and soul
- Breakout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

### 24-Hour Rate includes:

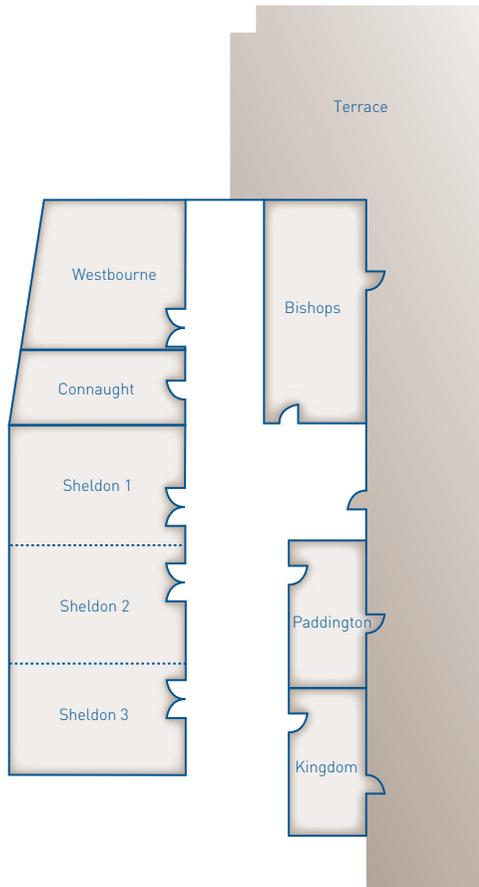
- All of the above
- Three-course Elements dinner
- Overnight accommodation
- Full English Breakfast
- Full use of indoor swimming pool, fitness centre, sauna and steam room

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

# 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 London Paddington offers eight meeting rooms:

Room	Dimensions in m <sup>2</sup>	Number of delegates				
		Boardroom style	Theatre style	Classroom style	U-shape style	Cabaret style
Paddington	22.5	10	N/A	N/A	N/A	N/A
Kingdom	22.5	10	N/A	N/A	N/A	N/A
Bishops	50	22	50	25	24	20
Westbourne	52	16	40	25	18	20
Connaught	27	14	20	14	N/A	N/A
Sheldon 1	44	16	40	24	18	24
Sheldon 2	44	16	40	24	18	24
Sheldon 3	44	16	40	24	18	24
Sheldon 1 + 2	88	24	100	50	32	48
Sheldon 2 + 3	88	24	100	50	32	48
Sheldon Suite	132	40	180	80	50	80

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

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

# OUR 7 POINT PROMISE WILL ENSURE YOU GET THE MOST OUT OF YOUR MEETING AT NOVOTEL LONDON PADDINGTON



## **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 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**

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

# NOVOTEL LONDON PADDINGTON

## 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 206 bedrooms en-suite, including 3 suites and facilities for guests with special needs
- 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 6am to 10pm and the **elements** bar from 8am to midnight.

## Keep fit or relax

Our leisure area comes equipped with a pool, sauna, steam room and fitness suite with the latest equipment.



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



### The ideal location

Whatever mode of transport delegates choose they will find Novotel London Paddington easily accessible.

### ROAD

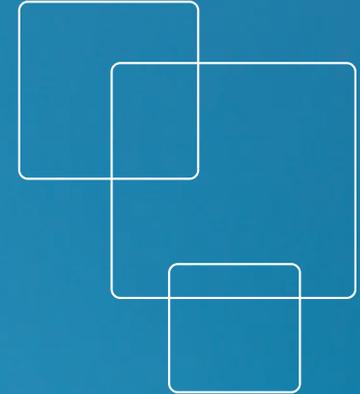
Easily accessible from the Westway (A40) and Bishops Bridge Road (A4206) with two nearby NCP car parks.

### RAIL & UNDERGROUND

Paddington Station for First Great Western mainline trains and the Heathrow Express. Paddington is on the Hammersmith & City, Bakerloo, District and Circle tube lines.

### AIRPORT

Heathrow Express every 15 minutes to the airport from 5.10am to 11.30pm.



# NOVOTEL LONDON PADDINGTON

3 Kingdom Street, Sheldon Square,  
London W2 6BD

For conference or accommodation enquiries:

Direct dial: 020 7266 6066

Main reception: 020 7266 6000

Email: h6455-sb@accor.com

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

More than 400 hotels worldwide  
Reservations:  
[www.novotel.com](http://www.novotel.com)  
[www.accorhotels.com](http://www.accorhotels.com)



Photography is for illustrative purposes only