



Conference Centre

Exceeding Expectations

Exceeding Expectations - a bold claim, but we are confident that from the moment you enter this wonderfully modern and characterful building you will be amazed by the space.

And it doesn't stop there. Our definition of the word 'Pod' seeks to focus all our attention on your requirements, helping you to redefine your events.

People say that there is a buzz to CEME, a real feeling that the future is being created. So, what better place to engage your audience than to do so in a venue where you can feed off that creative energy.



Conference Centre

Amazing Space



CEME's Mission Statement is 'To provide an inspirational environment for business and learning growth' and it is definitely an inspirational location. The Conference Centre is a Gold accredited, purpose-built, ultra-modern events & conference venue located on an 18 acre business, education and research campus in East London, close to The City and Canary Wharf.

This modern contemporary building offers innovative, stylish and highly competitive solutions for all your event and meetings requirements. Accommodating from just three or four delegates up to 300 for conferences and more than 800 for receptions – the space is both flexible and amazing.

A high-tech 120 seat auditorium, The Pod, 19 flexible meeting and conference rooms, breakout and exhibition areas, and space for receptions and formal dining, combine to offer you a range of flexible solutions and help you engage your audience.

- All rooms air-conditioned, with natural daylight, state-of-the-art AV provision and free Wi-Fi
- Close proximity to District Line underground, C2C mainline stations, City Airport & M25
- Lakeside gardens, decking areas and open spaces
- Free parking for over 500 vehicles and electric vehicle charge ports
- 24 hour access and on-site security
- Easy access to all rooms for unloading and loading

Whatever event you are planning, CEME Conference Centre has the flexibility and affordability to meet virtually every requirement.

Redefining your Events

Pod *n.*

1. A gathering of intelligent beings for the purpose of discussion and engagement.
2. A group that comes together to communicate.
3. A team committed to shared learning, inspiration and achievement.

Supported by an experienced Event Team dedicated to the highest standards of quality and service at very competitive prices, CEME Conference Centre has achieved Gold Standard for Accredited in Meetings with the Meetings Industry Association and a member of Conference Centres of Excellence. Our World Host venue status, Fair Pricing Charter and our CEME Values underpin the highest standards of facilities and customer service.

- Fully DDA compliant and member of Accessible London for mobility and access
- Striving to reduce our carbon footprint and undertake 100% recycling
- We abide by our customer charter to deliver on time, within budget and in style
- Special public sector rates
- CEME is a not-for-profit Regeneration Charity

You will find that our values, which are implicit in everything we do, have been established to ensure that you are the focus of all our activity. Our values are deliberately clear and simple. **Exceeding your Expectations** is paramount; the **Presentation** of our rooms, facilities and people is always exceptional. You will discover our **Positive Attitude** - if we can do it, we will.

Our unique blend of contemporary design, state-of-the-art technology and the highest standards of quality and customer service makes CEME one of the best value for money events and meetings venues anywhere.



Theatre

The Pod. A unique tailor-made conference auditorium seating 120

The Pod

The state-of-the-art Pod theatre truly is an amazing space. The auditorium has outstanding natural acoustics, tiered seating with writing tablets, individual power points and an induction loop system. Designed to be the best, The Pod is the only purpose-built auditorium of its kind within the region.

Step inside this spectacular 120 seat theatre and you will immediately sense that this is all about communication. Whether a delegate or presenter, you cannot fail to be impressed with the layout, the outstanding acoustics and the way that the audience is involved. The Pod is ideal for presentations, briefings and launches, and with the right message it will leave delegates feeling informed and inspired.

The auditorium has outstanding natural acoustics, superb audio-visual technology, wireless internet access, vehicle access and full technical support. With The Pod, your booking includes the adjacent Circulation Area that can be used for breakout group discussions, hospitality, networking or as an exhibition area.

Key Features

- Induction Loop
- *Clickshare* Wireless Presentation System
- Built In PA System
- Disabled Access

Statistics

Area: 150m²
Height: 4.57m²

Capacity

120



Step inside & experience a most impressive presentation space.



Involve your Audience

10mm

Circulation Area

The large, spacious Circulation Area, containing The Pod, is the centrepiece of the Conference Centre. Stand in the middle of this amazing space and you are surrounded by glass, an abundance of natural daylight and everything you require for the perfect event.

The Circulation Area consists of a large unobstructed ground floor area, with vehicle access, and an attractive overhead mezzanine floor level. The space is perfect for breakout sessions, exhibitions, fashion shows, product launches, weddings, parties, private dining and receptions. Accommodating up to 800 for receptions and 350 for sit-down functions, this flexible and affordable area is unique and can include The Street for further versatility in exhibition and meeting space.

Arranged around The Circulation Area, on two floors, are 19 ultra-modern meeting rooms that can be booked individually or as breakout or syndicate rooms. The Circulation Area complements these rooms and adds endless flexibility.

Key Features

- Hospitality Area
- Vehicle Access
- 3-Phase Power
- Entertainment and Dance Area

Statistics

Area: 525m²
Height: 6.26m²

Capacity

800



Your flexible space for multiple uses and endless ideas.



Meet your Audience



Space

The Circulation Area. A large multi-purpose space accommodating up to 800



Flexible

12

Large Suites. Versatile meeting rooms accommodating up to 200

Large Suites

These spacious Large Suites are available in a variety of configurations and are perfect for meetings, conferences and training seminars. Each large room measures 60m² and can accommodate 24 people in a U-shape configuration or 50 in theatre style. All Large Suites benefit from natural daylight, air-conditioning and have complimentary Wi-Fi.

Three of these suites have the flexibility to be opened up to increase size and accommodate your larger numbers. At its greatest, the suite is ideal for meetings, conferences and receptions for up to 200, and corporate dining for up to 160.

The Large Suites benefit from contemporary décor and a complimentary set-up, including pads, pens, blotters, mints and CEME water. Whatever your event, fresh seasonal cuisine and refreshments can be served for your convenience, either in the room or the adjacent breakout area – The Street. Whether booked independently or used for breakout sessions as part of your larger conference, this space is amazingly versatile.

Key Features

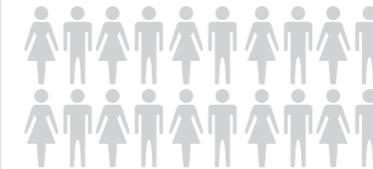
- Plasma Screens
- Blackout Available
- Adjacent Large Breakout Areas
- Multi-Purpose

Statistics

Area: 60 to 180m²
Height: 2.7m²

Capacity

20 to 200



Your big meeting room option that just gets bigger.



Engage your Audience

Executive Meeting Rooms

The Executive Meeting Rooms are discreet, stylish and superbly equipped seating from 12 to 30 people. These rooms are ideal for those occasions when you need to assemble key people for important discussions and briefings.

Benefitting from natural daylight and a complimentary boardroom set-up, the rooms are equipped with all the technology and comfort you could desire, including plasma screen, in-built PC or laptop, pads, pens, blotters, mints, flipcharts, complimentary CEME water, *Clickshare* wireless presentation system and iPod docking station. The Executive Meeting Rooms are perfect for board meetings, senior management presentations or professional team development.

The rooms also benefit from having access to the Mezzanine Pod deck, furnished with sofas and tables for informal group work or for relaxing with a coffee and pastry. Refreshments, tea and coffee can be served for your convenience throughout your meeting and you can take a fresh seasonal lunch either in the room or at your dedicated breakout area.

Key Features

- Plasma Screens
- *Clickshare* Wireless Presentation System
- Natural Daylight
- In-house PC or Laptop

Statistics

Area: 30m²
Height: 2.4m²

Capacity

12 to



Your private meeting space for those important discussions.



Inform your Audience

Hi-spec



Flexible Space

One of the key features of this Amazing Space is its flexibility and adaptability. All rooms can take multiple table layouts and the Circulation

Area and other breakout areas allow you to create space specific to your requirements. Many rooms have partition walls that can open

up to extend the space or create additional breakout areas.

Room name	Banqueting	Boardroom	Cabaret	Classroom	Dinner Dance	Reception	Theatre	Tiered	U-Shaped	Size m ²	Height m
The Pod	n/a	n/a	n/a	n/a	n/a	n/a	n/a	120	n/a	150	4.57
Pod Circulation Area	350	100	350	250	300-350	800	400	n/a	80	525	6.26
Pod Deck	60	24	60	40	60	120	80	n/a	24	90	3.5
172	40	24	40	30	n/a	60	50	n/a	20	60	2.7
173	40	24	40	30	n/a	60	60	n/a	24	60	2.7
174	40	24	40	30	n/a	60	50	n/a	20	60	2.7
175	n/a	24	40	30	n/a	60	60	n/a	24	60	2.7
172/73	140	50	100-120	60	120	160	120	n/a	40	120	2.7
172/73/74	200	70	160	100	160	240	200	N/A	60	180	2.7
176 (Exec. Meet. Room)	n/a	12	20	14	n/a	n/a	30	n/a	10	30	2.38
177	n/a	4	n/a	4	n/a	n/a	15	n/a	n/a	16	2.38
178	n/a	4	n/a	4	n/a	n/a	15	n/a	n/a	16	2.38
179 (Exec. Meet. Room)	n/a	12	20	14	n/a	n/a	30	n/a	10	30	2.38
180	n/a	4	n/a	4	n/a	n/a	15	n/a	n/a	16	2.38
181	n/a	4	n/a	4	n/a	n/a	15	n/a	n/a	16	2.38
182 (Exec. Board Room)	n/a	12	n/a	n/a	n/a	n/a	n/a	n/a	n/a	30	2.38
183	n/a	8	n/a	n/a	n/a	n/a	n/a	n/a	n/a	16	2.38
185 (Exec. Meet. Room)	n/a	16	20	16	n/a	n/a	25	n/a	12	32	2.38
275 (Exec. Meet. Room)	n/a	12	20	14	n/a	n/a	30	n/a	10	30	2.38
276 (Exec. Meet. Room)	n/a	12	20	14	n/a	n/a	30	n/a	10	30	2.38
275/6 (Exec. Meet. Room)	n/a	30	60	30	n/a	100	66	n/a	30	60	2.38
270 (Exec. Meet. Room)	n/a	24	40	30	n/a	60	50	n/a	20	60	2.7
Street Phase I	n/a	n/a	120	n/a	n/a	300	n/a	n/a	n/a	250	2.7
Gardens	n/a	n/a	n/a	n/a	n/a	400	n/a	n/a	n/a		
Lakeside Decking area	n/a	n/a	n/a	n/a	n/a	300	n/a	n/a	n/a		

Floor Space

First Floor

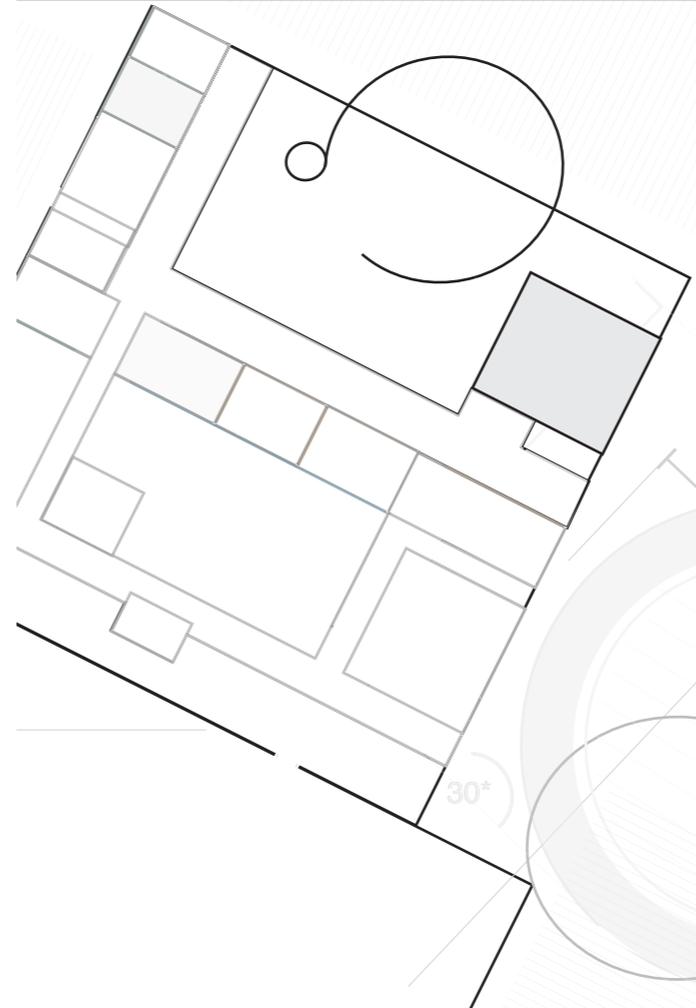
- Executive Rooms
270 and 275/276
- Pod Deck



Ground Floor

- Meeting Rooms
176, 177/178, 179, 180/181 and 183
- Large Meeting Suites
172/173/174 and 175
- Executive Rooms
182 and 185
- The Pod
- The Pod Circulation Area
- The Street





First Floor

270	Area 60m ²	Height 2.7m
275	Area 30m ²	Height 2.38m
276	Area 30m ²	Height 2.38m
Pod Deck	Area 90m ²	Height 3.5m

Ground Floor

176	Area 30m ²	Height 2.38m
177	Area 16m ²	Height 2.38m
178	Area 16m ²	Height 2.38m
179	Area 30m ²	Height 2.38m
180	Area 16m ²	Height 2.38m
181	Area 16m ²	Height 2.38m
182	Area 30m ²	Height 2.38m
183	Area 16m ²	Height 2.38m
172	Area 60m ²	Height 2.7m
173	Area 60m ²	Height 2.7m
174	Area 60m ²	Height 2.7m
175	Area 60m ²	Height 2.7m
182	Area 30m ²	Height 2.38m
185	Area 32m ²	Height 2.38m
The Pod	Area 150m ²	Height 4.57m
The Pod Circulation Area	Area 525m ²	Height 6.26m
The Street	Area 250m ²	Height 2.7m



Privacy

Meeting Rooms. Comfortable, private fully equipped meeting rooms

Meeting Rooms

Each individual meeting room has a very modern, contemporary feel with a large adjacent breakout area close to hand. These private rooms come in a range of sizes to cater for different requirements, measuring up to 30m². They can accommodate 6-16 people in a U-shape or boardroom configuration, and can be used for small meetings, training or interview rooms. Whether you book independently of one another or use for breakout sessions as part of a larger event, this truly is an Amazing Space.

All rooms benefit from natural daylight, air-conditioning and have complimentary Wi-Fi. Standard equipment consists of flip charts, pads, pens, blotters, mints and CEME water, and you can book a plasma screen if required.

Key Features

- Complimentary Water and Mints
- Internet Access
- Natural Daylight
- Partition Walls

Statistics

Area: 15-30m²
Height: 2.35m²

Capacity

6 to 16



Your individual space for small meetings and discussions.



Superb Hospitality



24

CEME Conference Centre is dedicated to delivering the highest quality of food, beverage and refreshments to reflect the quality of the facilities and service. CEME's philosophy is to offer a variety of fresh, seasonal, and healthy options using the best quality ingredients, sourced locally and sustainably wherever possible and prepared fresh on site each day.

There is a range of innovative menus to choose from, catering for all requirements from early morning breakfast meetings through to working lunches, seasonal buffets, afternoon teas, canapé receptions and fine dining. The only coffee served is Fair Trade fresh-roast coffee together with a selection of finest Teas from around the Globe, assuring you of the highest quality beverage selection.

- Breakfasts
- Finger Buffets

- Working Lunches
- Teas, Coffees and Pastries
- Receptions and Canapés
- Fine Dining Lunches, Dinners and Banquets

Whilst we provide a range of quality menu suggestions, you are welcome to notify us of any bespoke menu choices as well as any specific dietary needs including gluten free or any ethnic requirements.



Service Support

Event Team

CEME's Event Team has many years' experience successfully delivering conferences, meetings, events, weddings and private functions. Through the Customer Charter CEME will always give you best advice, and is committed to meeting your needs in the most appropriate and cost effective way possible. CEME adheres to the codes of practice of the Meetings Industry Association and will deal with your event professionally and honestly, ensure delivery of an exceptional event and customer service, and consistently strive to exceed your expectations.

Technical Support

CEME Conference Centre has a full-time AV Technician and large technology department who are on hand to deliver technical support and assistance to ensure you get the most out of the state-of-the-art facilities. All rooms have plasma screens, and laptops are available to facilitate the use of presentations. If required, PA systems can be provided for vocal reinforcement or background music and full production and staging set-ups for awards presentations, live music and lectures. CEME's two key facilities, The Pod and the Executive Meeting Rooms, benefit from additional resources, including *Clickshare* wireless presentation systems to make your CEME experience exceptional.



10mm



Redefining Your Events



Exhibitions

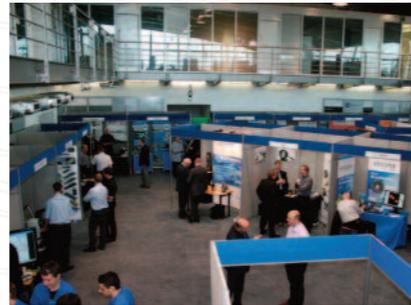


CEME's large open spaces lend themselves ideally for exhibition space, either as stand-alone events or as complementary exhibitions alongside conferences and seminars. All three available areas, the Circulation Area, the Pod Deck and The Street, are suitable for either shell scheme stands or space only. The Circulation Area alone can hold up to 45 shell scheme stands and The Street can provide for over 100 more, depending upon exact sizes.

The Event Team will work with you to develop floor plans and maximise the use of space.

Your dedicated event manager will also be able to arrange shell scheme packages, together with power and light supply to each stand.

CEME has hosted a wide range of exhibitions from Trade Events for London Chambers, GTMA exhibition, Essex Fashion Week and "Kick It Out" for the Football Association. Adjacent flexible conference rooms, free parking for 500 vehicles, large access doors and high ceilings, make CEME an excellent exhibition venue.



Creative Media and Filming

The ultra-modern, architecturally stunning building is superbly constructed and wrapped in glass and steel. The result is a light-filled interior space that is open and wonderfully flexible to use. Externally, the landscaped grounds include lakeside gardens and decking areas with the state-of-the-art building as a magnificent backdrop.

This versatile facility has been used for film, television, advertising and promotional shoots together with numerous photo sessions. Projects have included an airside scene for a Scouting for Girls video, the BBC's "Day of the Triffids", dozens of well known TV commercials and even a scene for confused.com's Brian the Robot!

CEME's staff are extremely helpful and flexible in meeting your needs 24 hours a day, 7 days a week. The Campus is wide and varied and can depict many different styles of set. Access is excellent with free parking for up to 500 vehicles for film crew and logistics.

From the smallest intimate photo shoot to large-scale film production pieces, CEME is an exceptional location with Amazing Space yet remains one of the most affordable film venues anywhere in London.



Corporate and Themed Functions

The flexibility and size of the function space at CEME can facilitate any corporate or private event, from sit-down functions for 12 – 350 to stand-up receptions for up to 800. The experienced Event Team has managed corporate dinners, annual balls, Christmas parties, family reunions, wedding breakfasts, lunches, awards celebrations and association club nights.

Whether organised with a formal or traditional style, a relaxed family gathering or a themed party, you can have the exclusive use of the facilities and a dedicated event manager who will work with you to create the perfect event.

Our in-house chefs have created menus suitable for almost any budget and occasion, using only the finest seasonal produce beautifully prepared and presented. Or, we can work with you to create your perfect choice and help you select the wines to match. We offer a complimentary tasting of your menu to ensure you are confident in your decision and happy with what you and your guests will be served on the day. This includes the provision of authentic ethnic cuisine including Asian, African Caribbean, Greek and Jewish catering.

For a quality accredited, value for money venue to hold your private event, there is nowhere better.

Creative space for your private or corporate event.



Nourish your Audience



Social



Special

30

Weddings. Catering for all types of weddings receptions

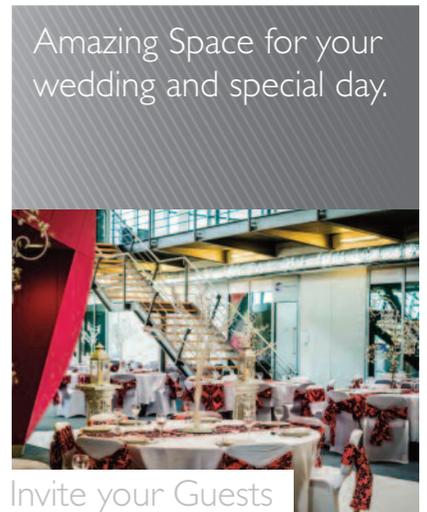
Weddings

CEME Conference Centre is a unique and stunning venue that offers Amazing Space for your wedding. With a Civil Licence and ample room for receptions, music and dancing, CEME is a quality accredited venue focussed on customer service and where you can combine the wedding service with the wedding reception.

All types of wedding receptions, including Asian, Afro-Caribbean and Ethnic weddings, are catered for with a full understanding of the importance of traditions and personal requirements. With flexible space, CEME can cater for sit-down functions for 12 – 350 and stand-up receptions for up to 800. Whether it is a formal reception in the best traditions or a relaxed family gathering, you can be assured that you will have exclusive use of the facilities and our experienced event management staff will be committed to exceeding all your expectations on your special day.

You can choose from fully inclusive Wedding Packages delivering everything including catering for your wedding breakfast, through to services such as cakes, photography, full room and table decorations, floral arrangements, dress hire, bridal favours, invitations, bars, carriages, staging and even Mandaps. However, you may wish simply to hire the Amazing Space and use your own ethnic caterers, wedding planners and suppliers... the choice is yours.

If you are looking for a unique Wedding Venue that is attractive, affordable and flexible, then CEME is the perfect choice.



Amazing Space for your wedding and special day.

Invite your Guests

Redefining Your Events

Contact

To make an enquiry contact our dedicated Event Team:

T: 020 8596 5151

E: events@ceme.co.uk

www.cemeconference.co.uk



CEME Conference Centre
Marsh Way, Havering
London, RM13 8EU,
United Kingdom

Our Location and how to get here

CEME Conference Centre is very well located in the London Borough of Havering. On the A13 just a few miles out of the City, with exceptional transport links for London, Essex and beyond.

Getting here by car

- A13 from the west - London. Leave the A13 at the Dagenham East/Hornchurch exit. Turn right at the first roundabout and at the second roundabout take the 1st exit marked 'Marsh Way'. CEME is the first turning on the left.
- From the East, M25 and Essex. Leave the A13 at the first Dagenham East/Hornchurch exit. Take the 1st exit on the left marked 'Marsh Way'.

Getting here by public transport

Underground and Bus.

- The closest Underground station is Dagenham Heathway (District Line, Zone 5) where Bus 174 (from Harold Hill via Dagenham Heathway) operates every 10 minutes and terminates at CEME Campus. The journey time from the Heathway to CEME is approximately 15 minutes.

Train.

- Rainham is the closest station to CEME, and is served by the C2C train line running from Fenchurch Street to Southend. During peak time, trains running from Fenchurch Street serve Rainham Station every 15 minutes. It is then a 5 minute journey from Rainham Station to CEME by taxi.

Customer Charter

Customer Focus

We are committed to listening to our customers and understanding their needs in order to deliver the best solutions to meet all their event requirements.

Quality

We are committed to delivering facilities, products and services to the very highest standards in compliance with Accredited in Meetings, Excellence Through People and our World Host quality frameworks. We are compliant with all quality standards demanded by the Meetings Industry Association – the recognised professional trade body for the UK's Meetings, Events and Conference market of which we are a member organisation.

Standards

You will be dealing with an organisation completely dedicated to delivering a service that fully meets your events, conference and

meeting requirements in accordance with the MIA Meetings Code for Consistency, Openness, Decency and Ethics and our commitment to Continuous Improvement. We are committed to the highest standards of Customer Care through our Customer Service Programme Spirit of Service and World Host implemented through Minimum Quality Standards and the adoption of Best Practice.

Training

We are committed to developing the potential of all our employees to deliver consistently the very best products and services and to train them always to perform at the highest level.

Business Conduct Policy

In all aspects of the way we conduct our business with our clients, we will behave with honesty, openness and integrity and always seek to provide the Best Advice in consideration of the needs of our clients.

We will always strive to conduct our business with our clients in a professional, courteous and efficient manner. We comply with the MIA's Industry Standard Code of Conduct. We will always deal with any complaint professionally, courteously and promptly in accordance with CEME's Complaints Procedures as outlined in CEME's main Customer Charter.