



## The ISM Meeting Room

### 4-5 Inverness Mews, London W2 3JQ

Ideally situated within easy reach of **Queensway** (Central line – 5 minutes) and **Bayswater** (Circle & District lines – 2 minutes) Underground stations, the ISM Meeting Room is a highly professional space suitable for a variety of purposes.

The room is available for hire on weekdays except for public holidays and other closures, and is available to be booked for:

- Meetings – board room setup (up to 16 people)
- Seminars (up to 25 people theatre style)
- Events (up to 30 people)

Your booking gives you exclusive use of the ISM Meeting Room, which also includes:

- Wired internet access and WiFi
- Large TV screen with PC to use for presentations
- Refreshments (tea, coffee, water and biscuits)
- Dedicated bathroom and small kitchen facilities

Booking	Time	ISM member rate*	Normal rate*
Full day	9.30am – 5.30pm	£190	£220
Half day – morning	9.30am – 1.00pm	£100	£125
Half day – afternoon	2.00pm – 5.30pm	£100	£125

\* These rates are VAT inclusive.

A surcharge is applied per hour if the times are exceeded, however morning half-day meetings cannot overrun if there is an afternoon booking on the same day.

### Teleconferencing

Facilities for teleconferencing are available. Please contact us to discuss details and rates.

### Cancellation charges apply

50% within four weeks of meeting date, 100% within two weeks of meeting date.

### Staffing

ISM staff will be in the building at all times during your booking. Reception cover is in place to welcome your guests at the start of your booking.

Full terms and conditions are included with the booking form.

**For more information and to make your booking, please contact:**  
**Stephanie Collier | T: 020 7313 9321 | E: [roombooking@ism.org](mailto:roombooking@ism.org)**

[ism.org](http://ism.org)