

EVENT SERVICES

Event and meeting space services in New York and Washington D.C.

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EVENTS IN WASHINGTON DC WITH THE BRITISH COUNCIL

THE BRITISH EMBASSY

The British Council is located at the British Embassy on Massachusetts Avenue NW, Washington D.C., in an area known as Embassy Row. The embassy is a short distance from Dupont Circle, the National Cathedral and Georgetown University.



THE ROTUNDA

This elegant and spacious room is ideal for larger receptions, meetings or exhibitions. The Rotunda accommodates up to 200 people, depending on the seating configuration. This multimedia-equipped hall features high ceilings and a wall-to-wall picture window overlooking Massachusetts Avenue. Staging is available on request.

CAPACITY

200 people standing
 150 people theatre-style (no aisle)
 120 people theatre-style (with aisle)
 90-100 people cabaret-style (with tables and chairs)

AMENITIES

In-house events and facilities team
 Range of catering options, with a focus on British food and drink
 Building security
 A/V capabilities including projector, podium, Wi-Fi access
 Staging
 Personalised room set up service



THE CONFERENCE SUITE

Whether you're planning a small reception or a formal meeting, the conference suite has the built-in flexibility to accommodate your needs. The suite is comprised of three interconnected conference rooms separated by a foyer area. Each room has moveable soundproof walls that can be reconfigured to accommodate meetings, receptions, luncheons and lectures for six to 85 people. It includes a lounge and bespoke bar area providing an alternative space for more informal meetings.

CAPACITY

Conference Room A—six people
 Conference Room B—78 to 85 standing or 35 to 40 people sitting
 Conference Room C—15 to 20 people

AMENITIES

In-house events and facilities team
 Range of catering options, with a focus on British food and drink
 Building security
 A/V capabilities including video conferencing, audio conference calls
 Personalised room set up service

INCLUDED IN ALL EVENT PACKAGES:

Event guidance tailored to your needs
 Logistical support for your event from beginning to end
 Event team including guest reception, check-in and security



EVENTS IN NEW YORK CITY WITH THE BRITISH COUNCIL

THE BRITISH CONSULATE GENERAL

The British Council is located at the British Consulate-General which is centrally located in the Midtown East neighbourhood at 51st Street and 3rd Avenue, conveniently near the United Nations and Grand Central Terminal.



UNION SQUARE AT THE BRITISH CONSULATE GENERAL

The Consulate's Union Square space can accommodate meetings of various types, including receptions, meetings, presentations, panels and performances.

The events team will work closely with you to tailor the space to your needs, and provide a bespoke food and drinks package.

It's also probably the only place in New York where you'll find red British telephone boxes next to artwork by Damien Hirst, Tracey Emin and David Hockney.

CAPACITY

Theatre seating for up to 100
 Receptions for up to 150

AMENITIES

In-house events and facilities team
 Range of catering options, with a focus on British food and drink
 Building security
 Small and large meeting and conference rooms, subject to availability
 British Council Art Collection
 A/V capabilities



IMPORTANT INFORMATION

Security

Guests will need a government-issued photo ID to be checked by security, and all names will need to be provided for the guest list in advance of the event. The list should include the name, contact information and affiliation of attendees. When issuing invitations for the event, it needs to be made clear that these details will be passed onto the British Council as per data protection requirements.

AV Requirements

If you intend to use a presentation, please note it must be e-mailed to a British Council staff member or brought on a USB drive. We are not able to connect external laptops to the projector or network at the Consulate/Embassy due to security protocol.

Caterers and Vendors

We supply a list of recommended vendors to support and personalize your event including catering, photographers and florists. These vendors are familiar with the security protocols of the building and know the space, helping to make events a success. We work with a number of suppliers to provide a variety of menu and budget options.

Smoking

The Embassy and Consulate buildings are smoke-free buildings.

Disabled Access

The British Embassy and Consulate event space is wheelchair-accessible.

Parking

There is no parking available at the Embassy or the Consulate General. There is street parking available outside the British Embassy on Observatory Circle. There are a number of parking garages in easy walking distance of the Consulate in New York.

ABOUT THE BRITISH COUNCIL

The British Council is the UK's international organisation for cultural relations and educational opportunities with offices in six continents and over 100 countries worldwide. In the US, we maintain the transatlantic relationship and partner with international organisations working on shared agendas in higher education, the arts and civil society.

The British Council Services for International Education Marketing programme is a global programme to support UK education institutions in their international work. SIEM operates in 58 countries, providing services for international student recruitment, market intelligence, and enabling the development of working relationships with institutions in other countries.

The SIEM event service provides a personalised events service to British education institutions in the US providing privileged access to event and meeting spaces at the British Consulate in New York and the British Embassy in Washington D.C.

For more information on SIEM services visit www.britishcouncil.org/siem