

# Info for newcomers to the office

## Meeting facilities

We have the following meeting rooms:

**1. Hamlet** for up to 60 participants with projector and screen (connections for HDMI and adaptors for MacOS devices), microphones, speakers, remote participation facilities, webcam, flipchart, whiteboard.

**2. Ophelia** for up to 24 participants with projector and screen (connections for HDMI, ClickShare and adaptors for MacOS devices), speakers, flipchart, webcam, whiteboard and remote participation facilities.

**3. Gertrude** for up to 8 participants with 55" Screen (connections for HDMI and adaptors for MacOS devices), speakers, flipchart, whiteboard and remote participation facilities.

## Print options

If you need printing services, please contact the reception.

## Internet Access

You can log on to the internet in by using the WLAN SSID: ECO\_Meeting - password is announced on posters in the meeting rooms. Proceed to <https://startwifi.cept.org> for information and links to ease your stay in CPH.

**Food and drink:** Lunch will be provided to delegates to CEPT meetings at no cost (usually in the meeting room Ophelia). Hot and cold drinks are available from a machine in the kitchen (self-service).

**Miscellaneous:** Toilets are located in the nearest end of the meeting rooms. In the wardrobe you are welcome to hang your coat and leave your luggage. The office is a non-smoking office.

Smoking is only allowed outside the building.

**How to get here:** From the airport you can take a regional train to central station. From central station the office is within walking distance, or you can take the S-Train on platform 9/10 to Vesterport station. You can use the official danish travelplanner here: [Journey planner](#) .

Please note that **normal office hours** are from 8.30 to 16.30, Friday 8.30 to 15.30. For reasons of security the office must be vacated when the last member of the ECO staff leaves for the day

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