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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