

## AGI Members: Need a meeting venue in the City?

As you probably know, AGI recently moved its office. The new office at 150 Minories, London EC3N 1LS is one of a number of serviced offices within a Business Environment Business Centre. It is a pleasant building, close to Aldgate Tube station, within walking distance of Liverpool Street and Fenchurch Street stations and handily placed for public transport by bus, tube and rail.

Within the Business Centre at 150 Minories, there is a range of meeting rooms which AGI is now pleased to be able to offer to AGI members at extremely competitive rates for your meetings.

Facilities include:

*Flexible Seating Layouts*  
*All-inclusive pricing*  
*Teas, Coffees & Chilled Water*  
*Wifi broadband*

*Prices from the hour*  
*AV Equipment*  
*LCD TV Screens*  
*A range of sizes*

The onsite service team will greet you and your delegates and show them personally to your room. Meeting co-ordinators are on hand throughout the day to ensure your meeting runs smoothly. And the AGI team will be available, both before the event and on the day, to assist with any queries you may have.

Charges to AGI members (excluding VAT) are as follows:

<b>Meeting Room 1 (20 people)</b>	<b>£45 per hour</b>	<b>£170 per half-day</b>	<b>£280 per day</b>
<b>Meeting Room 2 (20 people)</b>	<b>£45 per hour</b>	<b>£170 per half-day</b>	<b>£280 per day</b>
<b>Meeting Room 3 (12 people)</b>	<b>£35 per hour</b>	<b>£135 per half-day</b>	<b>£230 per day</b>
<b>Meeting Room 4 (4 people)</b>	<b>£18 per hour</b>	<b>£70 per half-day</b>	<b>£115 per day</b>
<b>Meeting Room 5 (8 people)</b>	<b>£23 per hour</b>	<b>£90 per half-day</b>	<b>£145 per day</b>
<b>Meeting Room 6 (60 people)</b>	<b>£95 per hour</b>	<b>£345 per half-day</b>	<b>£460 per day</b>
<b>Meeting Room 7 (4 people)</b>	<b>£18 per hour</b>	<b>£70 per half-day</b>	<b>£115 per day</b>
<b>Meeting Room 8 (3 people)</b>	<b>£18 per hour</b>	<b>£70 per half-day</b>	<b>£115 per day</b>
<b>Meeting Room 9 (12 people)</b>	<b>£45 per hour</b>	<b>£170 per half-day</b>	<b>£280 per day</b>

*(a day is defined as running from 9am to 5pm)*

All rooms have wi-fi and phone conferencing facilities; the larger rooms have a flat-screen TV for projection and a computer with internet access; Room 9 has video conferencing facilities. A projector is available free of charge upon request – subject to availability.

Two servings of tea and coffee are provided free per day. Water is charged at £2.50 per opened bottle.

Further catering is available from £6.00 per person for a platter of sandwiches to £13.50 per person for a full array of sandwiches and canapés. All can be arranged through the AGI.

If required, AGI can also offer meeting rooms at competitive rates at other Business Environment office locations throughout London and in some other cities in Southern England.

If you want to request meeting space, please contact Carle Baxter in the first instance to check availability. ([carle.baxter@agi.org.uk](mailto:carle.baxter@agi.org.uk), 020 7347 5644)

We believe that this provides meeting space to AGI members at a cost that cannot be obtained elsewhere in London for similar facilities. We are pleased to be able to offer this service to our members.