

# Cardiff Met Conferences

*your vision brought to life*



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd





“

Conferences are all about People... and our team take pride and care in every detail to ensure the event is a success and the delegates are happy.

”

Clare Brockway  
Conference Manager

PROVIDING  
EXCEPTIONAL  
CUSTOMER SERVICE,  
TEAM WORK  
AND EXPERTISE...  
BRINGING YOUR  
EVENT TO LIFE

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## IN FOCUS

- Unique event solutions to meet your objectives
- Conference planning advice and support
- Events planning checklist

# Your Vision

At Cardiff Met Conferences we understand what's needed to make an event run smoothly. We work closely with our customers throughout all stages of the event process to ensure every detail is considered.

With an experienced Conference Team who are not only event industry focused but also provide excellence in customer service we guarantee easy planning and execution, ensuring happy delegates at your event and delivering your conference vision.



“

Can I thank you for what was a fantastic event in a superb venue. The staff were so attentive and kind and it was the best one we have done by a distance, and that is largely down to you and your staff. Would highly recommend anyone to you without any hesitation whatsoever.

”

PM Premier

“

Thank you so much for your help with our event today. We were hugely impressed with how smoothly everything went and the work that you put in.

”

Effective Communication

“

We would like to thank Cardiff Met for helping to make our 'Ceramica' conference such a great weekend. The accommodation was excellent and the delegates were well looked after by the Conference Services and Catering teams at this excellent venue.

”

South Wales Potters

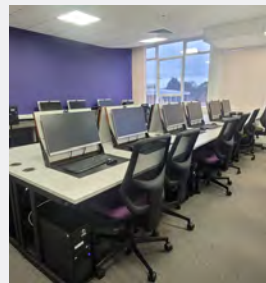
- ✓ Training Sessions
- ✓ Away Days
- ✓ IT Training
- ✓ Board Meetings
- ✓ Team Meetings
- ✓ Exhibitions
- ✓ Sports Events
- ✓ Summer Accommodation

# Unique Venues

Whatever your event whether it's a residential conference, sports training camp or large exhibition the team at Cardiff Met Conferences will create a venue solution tailored for you.

You'll be spoilt for choice when it comes to meeting and conference facilities. The portfolio includes modern conference rooms with flexible layouts, tiered lecture theatres, IT suites, training rooms, single bedroom accommodation and top class sports facilities. To ensure you get the most out of your events we also offer a selection of light and airy break-out areas to encourage delegates to socialise and converse.

As well as providing inspirational contemporary meeting spaces located across two unique venue locations, the facilities are also functional and fully accessible.





# At a Glance

The Cyncoed Suite		Capacity			
	Dimensions	Boardroom	Theatre	Cabaret	Classroom
Conference Room 1	8.9m x 8.8m	32	66	42	36
Conference Room 2	5.6m x 8.8m	24	40	23	20
Conference Room 3	5.8m x 8.8m	24	44	23	20
Conference Room 2&3	11.4m x 8.8m	36	80	54	40

The Llandaff Suite		Capacity			
	Dimensions	Boardroom	Theatre	Cabaret	Classroom
Room A&B together	14.9m x 8m	32	80	66	80
Room A	9m x 8m	24	66	30	48
Room B	5.9m x 8m	16	44	18	32

Other Meeting & Conference Rooms	Capacity	Number of Rooms
Tiered Lecture Theatre	300	2
Tiered Lecture Theatre	90-260	6
Tiered Lecture Theatre	49 - 80	9
Seminar/Breakout Rooms	25 - 60	60
Meeting Rooms	12 - 20	5
IT Training Rooms	20 - 30	5
Main Hall	225m2 / 350	1
NIAC Exhibition Space	5,500m2 / 2000	1

Cyncoed Accommodation	
Room Type	Number of Rooms
En-Suite Single Premier Room (3/4 bed, can accommodate two sharing)	60
En-Suite Single Room	290
Standard Single Room	178

Plas Gwyn Accommodation	
Room Type	Number of Rooms
En-Suite Single Room	390



# The Cyncoed Suite

The Cyncoed Suite is an ideal venue for meetings, training sessions and small to medium sized conferences. The Suite is comprised of three fresh and contemporary meeting rooms, two of which can be opened out to provide one large meeting room with double projection.

The three rooms provide a modern interior, with natural daylight and optimal in-room lighting. All rooms are fully accessible, located on the ground floor, close to main reception and the dining room. Furniture layout is completely flexible so rooms can be arranged to your specific requirements for up to 80 people.





“

Conference facilities were excellent. The staff were amazing and we couldn't have asked for more. We would highly recommend Cardiff Met Conferences.

”

South Wales Police





# The Llandaff Suite

A state of the art conference venue located at Llandaff campus. The School of Management has an impressive entrance and foyer with a central Atrium space suitable for delegate registrations, exhibitions and catering.

The Llandaff Suite has natural daylight, built in audio visual equipment and can accommodate up to 80 people in a set up of your choice. The Suite also benefits from its own dedicated entrance and lounge area which is ideal for hospitality and networking before or after your event.

The Hospitality Suite is an ideal venue for corporate conferences, management meetings and networking events.

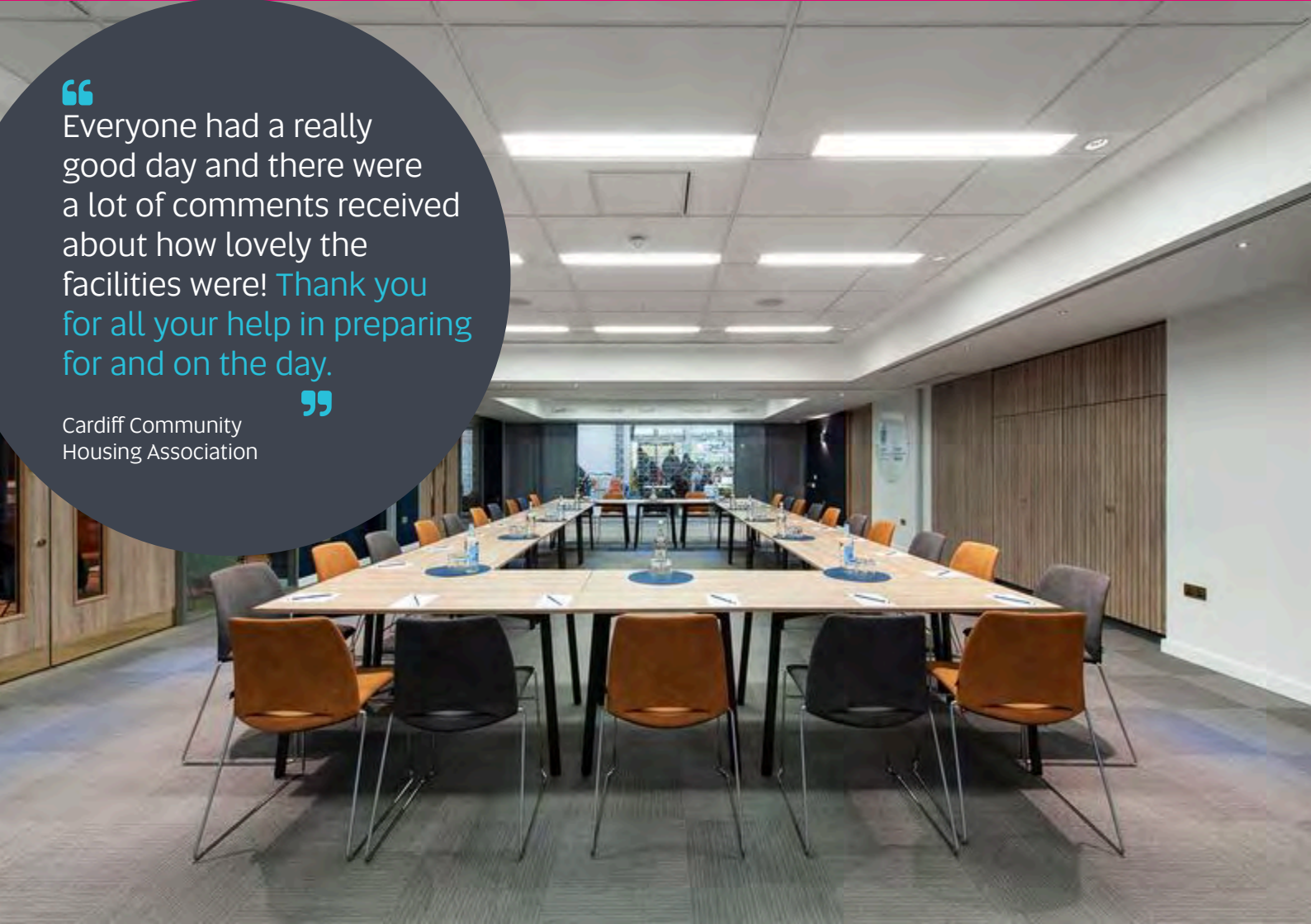


“

Everyone had a really good day and there were a lot of comments received about how lovely the facilities were! Thank you for all your help in preparing for and on the day.

”

Cardiff Community  
Housing Association







# Catering for your needs

Our Revive and Refresh menu at Cardiff Met is sourced and prepared in-house. The team are passionate about providing the best possible selection of food to fuel your day.

An extensive range of hospitality options are available to suit all events and budgets. Special dietary requirements are available and if you have a specific request, please feel free to contact us and we will be happy to assist in creating a menu to suit your needs.

Hospitality for events can be served in any of the restaurants and cafés or within the meeting rooms.



“

Thanks for a lovely day today, it all went swimmingly well.

Everyone was very pleased with the venue and the food. I will recommend the venue to others.

”

Stroke Association



# Rest & Relaxation

Having time to relax and recharge is an important element of residential conferences, assuring delegates get the most out of your event. There are over 900 bedrooms available at Cardiff Met Conferences of which 740 are en-suites.

All rooms have use of a shared kitchen with TV and seating area and free wi-fi is available to all guests.

Plas Gwyn Halls are located in the cathedral village of Llandaff with shops, restaurants and pubs close by. With the Taff Trail just minutes away you can enjoy a pleasant walk along the river side to reach Cardiff City centre. The Cyncoed campus accommodation is located in a leafy suburb to the north of the city centre and is a short walk from the scenic Roath Park lake.







## IN FOCUS

- Purpose built, en-suite rooms
- Bespoke accommodation packages
- Quiet residential locations
- Onsite sports and leisure facilities



# Sport for all

The sports facilities can be hired out for groups as part of a residential conference, training camp or competition and they can also be booked for recreational use on a pay and play basis for residential guests during their stay.

- 3G and grass rugby and football pitches
- Astro turf multi-sport pitch
- Indoor swimming pool
- Indoor tennis centre, badminton, netball, volleyball and squash courts
- Sports halls, specialist gyms and dance studio
- National Indoor Athletic Centre with indoor and outdoor running tracks



“

I would just like to send a massive thanks from all of the squad for our weekend. We had a great time and everyone across the campus was extremely welcoming and helpful along with having some really good hockey.

”

Leicester Hockey Club

## IN FOCUS

- World-class sporting facilities
- National Indoor Athletic Centre
- Easy access on one site







**Clare Brockway**  
Conference Manager  
02920 416 184



**Sally Groves**  
Conference Coordinator  
02920 415 528



**Beccy Chamberlain**  
Conference Coordinator  
02920 416 181

## IN FOCUS

- Conference and event expertise
- Friendly and professional team, always on hand to assist
- Excellent customer feedback

# Team Success

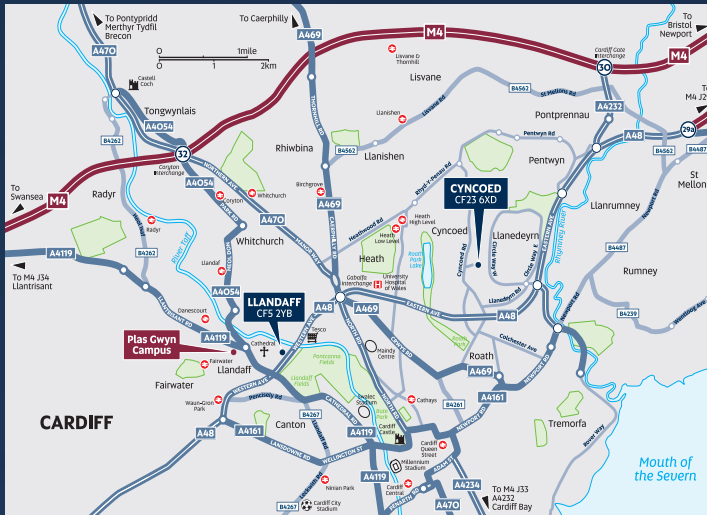
The friendly and professional Conference Team has extensive experience in conference and event management and will be very happy to discuss your event and assist in any way they can from the point of enquiry until the day of the event itself.

We take pride in providing 'above and beyond' customer service and that's why our customers keep coming back.

**Clare Brockway**  
Conference Manager



# Contact us



**How to find us** - Easily accessible by car or public transport.

**Car Parking** - There is parking available on all sites. A summary of car parking information for Conference Delegates and Visitors can be found on our website: [www.cardiffmet.ac.uk/conferences](http://www.cardiffmet.ac.uk/conferences)

- **Cyncoed Campus** - Cyncoed Road, Cardiff, CF23 6XD (Sat Nav CF23 6BN)
- **Llandaff Campus** - Western Avenue, Cardiff, CF5 2YB
- **Plas Gwyn Campus** - Llantrisant Road, Cardiff, CF5 2XJ

## Get in touch to discuss your event

We would be delighted to provide a solution for your event and will work with you throughout your planning process to ensure your event vision is brought to life.

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