Conferences & Events
At Shrivenham Station

A Vibrant, World-Leading Academy
Facilities at the Defence Academy of the United Kingdom, Shrivenham Station

The Defence Academy of the United Kingdom was established in 2002 and provides education, training and research across a broad range of subjects intended to enhance the understanding, skills and competences of our Service and Civilian personnel.

The Defence Academy (Def Ac) Shrivenham Station has a range of outstanding accommodation, dining and conference facilities. While delivery of Def Ac and Lodger Unit outputs will take precedence in the allocation of resources, where spare capacity exists, other defence/wider government departments may be allowed access to Def Ac Shrivenham Station amenities.

Shrivenham is located between Oxford and Swindon, set on an attractive station in the picturesque Vale of White Horse, it benefits from excellent road and rail links and is only 20 minutes from the M4 motorway.

Shrivenham Station is an ideal venue for conferences, meetings, networking and team events in a highly secure and confidential setting.
The Cormorant Building

The Cormorant Building was built in 2000 to house the UK’s joint staff training facility for officers from the British & International Armed Forces. The Cormorant building is unique as it provides all facilities including meeting space, accommodation and dining under one roof.

The Cormorant building consists of a huge and architecturally impressive forum that forms the core of the building and serves as a meeting place and refreshment venue. Several facilities lead off directly from the forum including the Cormorant Hall Lecture Theatre which can seat an audience of up to 450; the Victory Dining Room, Fieldhouse Restaurant and Henderson Bar; and the largest military library in the United Kingdom.

The teaching wing is also impressive, consisting of over 60 syndicate rooms that normally seat 10, several of which can be doubled in size by the removal of partition walls.

Also available are a further seven lecture theatres ranging in size from 30 to 220 seats. All teaching facilities are equipped with a wide range of high-tech audio-visual facilities that are managed and supported by our Audio Visual team.
Lecture theatres:
- Cormorant Hall, 450 seats
- Tedder, 212 seats
- Montgomery, 40 seats
- Cunningham, 90 seats
- Nelson, 50 seats
- Brooke-Popham, 40/80 seats
- Elsworthy, 40/80 seats
- Alanbrook, 40 seats

Facilities:
- Powerpoint presentations can be controlled via a manned control room or from the presenter's lectern
- Recording and playback using most common formats
- Lectern and radio microphones
- Lectern laptop PC for speaker use
- ‘Symposium’ smartboard capability in each theatre
- Video camera for recording of lecture or for broadcast of lecture to other theatres/meeting rooms
- Incoming/outgoing signals to/from other theatres
- Windows 7/Office 2012 Software
- WiFi

In the Cormorant Hall:
- Multiple microphones allowing full audience participation
- Multiple screen configuration available
- Widescreen DCD playback
- Fully controllable dome camera.

Meeting Rooms:
- Wall-mounted whiteboard
- Digital Freeview TV feed
- Projection screen smartboard
- Desktop PC feed directly to LCD projector
- Camera and data feed from any of the Cormorant lecture theatres allowing lectures to be viewed
- Video conferencing between meeting rooms
- Windows XP/Office 2003 software

Accommodation:
- Mainly single en-suite rooms
- 350 seat main dining hall
- Informal and formal bars
- Private dining rooms
- Three lounges
- Fitness suite and squash courts

Catering:
- Catering for all events in this building can be delivered by our onsite hospitality team
- Fieldhouse Restaurant
The Churchill Lecture Theatre

The Churchill Lecture Theatre seats up to 260 in two tiers and is equipped with superb audio visual facilities.

Like the Cormorant Hall the Churchill Lecture Theatre boasts an audience microphone system so is an ideal venue for large scale debates. A foyer and cloakroom area provide participants with a breakout and display area.

The Churchill Lecture Theatre also acts as the Mess Accommodation Reception where keys for overnight stays should be collected/returned; this is manned 24 hours.

Facilities:
- 260 seats
- Flat floor stage
- Microphones for audience participation
- Large foyer area for breakout or display use
- Cashpoint
- Retail Outlet
- Catering for all events in this building can be delivered by our onsite hospitality team
Beckett House

Beckett House is surrounded by its own landscaped grounds adjacent to an ornamental lake and is an ideal location for high level management meetings which demand intimate, prestigious surroundings, without an overly military flavour.

Lecture rooms:
- Nelson, 30 seats or up to 60 seats in lecture theatre style
- Slim, 24 seats
- Tedder, 20 seats
- Alanbrooke, 15 seats

Facilities:
- Rooms include PCs with projectors
- Video conferencing available in Alanbrooke
- Plasma screens
- Digital wall displays

Accommodation:
- 50 single en-suite rooms, furnished to a high standard
- Impressive communal lounge and dining areas

Catering:
- Dining Room, seats 50
- ESS hospitality delivery service
- Drinks vending machine, tokens available from reception
The Defence Capability Centre

The Defence Capability Centre (DCC) is one of the largest conference areas available on site. Finished in 2007, the DCC houses a large selection of military hardware in an exhibition style arena with full and impressive IT and AV facilities.

The arena is over 110m long x 17m wide and is infinitely adaptable according to customer requirements. The adjacent vehicle park is fully ducted with IT services allowing external static displays to be connected to the building network.

A number of meeting and seminar rooms, on both the ground and first floors, provide comprehensive facilities and there are also two synthetic environment rooms where military wargames can be set up and played.

Focus areas 1, 2 and 3:
- 110m x 17m hall with c.10m high ceilings
- Strengthened floor and large doors allow access to large military vehicles, i.e. tanks
- The hall is fully configurable for conferences, exhibitions, etc
- 4 large 5m x 4m projection screens with video projectors. The centre screen has audio capability
- Fully wired for IT and power both around perimeter and on floor via ducts
Conference Hall:
- 198 tiered seats and up to 100 additional chairs
- Exhibition and catering space
- A large central projection screen with audio capability and video projector
- Conference microphones

Meeting Rooms:
- Two meeting rooms with mobile AV systems and the boardroom which has fixed data projection and a DII terminal
- Meeting Room 1 and 2, seats 10
- Boardroom, seats 20

Syndicate Rooms:
- Two rooms can accommodate up to 30 attendees each, one suits 20. These rooms have moveable partitions to accommodate large groups
- Each syndicate room is equipped with mobile LCD video/data projectors and one which contains DII.

Vehicle Park:
Vehicle park is also ducted with IT and electrical services to allow external static vehicles access to the building IT network.

Catering:
Catering for all events in this building can be delivered by our onsite hospitality team.
The Lander and Lefroy Lecture Theatres

Dedicated lecture theatres with high quality facilities, ideal for day conferences.

The Lander Lecture Theatre

Facilities:
• 125 seats
• Flat floor stage
• Small foyer area for registration and refreshments up to 50

Catering:
Catering for all events in this building can be delivered by our onsite hospitality team.

The Lefroy Lecture Theatre

Facilities:
• 240 seats
• Flat floor stage
• Medium sized foyer area for registration and refreshments up to 80

Catering:
As per the Lander, catering for all events in this building can be delivered by our onsite hospitality team.
Accommodation

Shrivenham Station accommodation consists of Mountbatten, Templar, Kitchener, McKay and the aforementioned Cormorant Building and Beckett House.

All single living accommodation (SLA) bed space within the Defence Academy at Shrivenham Station is there to provide living accommodation for military permanent staff and military students in line with JSP 315 Services Accommodation Code Vol 1 – 3 and to support Defence Academy academic outputs. Where spare capacity exists we can offer accommodation for events.

All rooms with the exception of some in Kitchener are en-suite. Towels, Toiletries and Refreshment packs (TTR) are not included unless specified but can be purchased on arrival from relevant receptions.

All events requiring accommodation must state their requirement on the events application form providing details of numbers, rank, arrival and departure dates.

Arrival/Departure:
On arrival, visitors are required to complete an ‘arrival and departure’ form at receptions in Beckett House or Churchill Lecture Theatre. Both receptions are manned 24 hrs.

Those accommodated in the Cormorant Building will be asked to complete a booking form prior to arrival.

Visitors can collect their room keys for the Cormorant Building and Beckett House from their relevant receptions. All other room keys are to be collected from the Accommodation Reception in Churchill Lecture Theatre. Keys will not be available for collection until 14:00 hrs on the day of arrival and must be returned to the relevant reception desk by 09:00 hrs on the day of departure.

Nominal Roll:
An accommodation nominal roll must be submitted at least 14 working days before your event.

Note: Whilst the Defence Academy at Shrivenham Station endeavours to cater for all accommodation requests, its SLA resources are limited and at times insufficient for it’s requirements. All requests are considered on a case by case basis in line with the SLA Policy.
Wi-Fi:
A Wi-Fi service is provided in all accommodation at Shrivenham for SLA and is designed to allow users to connect their personal computers, smart phones, tablet computers, games consoles, smart TVs or media streamers directly to the Internet. Instructions on how to connect to the Wi-Fi services and charges are included in the accommodation.

Business class Wi-Fi is available in the majority of buildings across the Defence Academy site at Shrivenham except the single living accommodation (SLA) areas. SLAs are covered by an amenity Wi-Fi service provided by Wifinity which is chargeable and is for personal use to access the public Internet only. The business class Wi-Fi is provided by Serco as part of the Defence Academy corporate network and is available for Defence Academy portable devices (laptops and tablets) to connect to the internal network via the DAC domain. Personal devices can also be used to access the public Internet and there is no charge for this.

Each wireless access point (AP) at the Defence Academy has a bandwidth of about 100Mb/s. The bandwidth (speed) of the wireless connection between the AP and the user device (laptop, tablet PC, iPad, smartphone etc.) will depend on a number of factors including the capability of the particular user device. Some of the older user devices may not be able to take full advantage of the latest high speed Wi-Fi networks, so each user will have a different experience depending on the device they use.

Mess Bills:
Overnight and short stay visitors are required to settle their Mess Bills on arrival. ESS reception staff will not allocate accommodation until payment is received.

Consolidated invoices can be arranged if requested in advance on the Event Application Form for accommodation, food and hospitality. An appropriate UIN will be required which will need budgetary authorisation.

Mess Bills include any accommodation charges that are applicable for the duration of stay. We accept cash/cheque and credit/debit cards (with the exception of American Express). All credit/debit cards are subject to a 2.5% charge.

Overnight and short stay visitors will be required to pay cash for all purchases in the dining facilities, retail outlets and mess bars unless a request for meal vouchers was made on the Event Application Form. Mess dining at weekends is available for all ranks in the Victory Dining Room, Cormorant Building. All bars remain open in the Officers’ Mess and Sergeant’s Mess.

Dining:
The Def Ac Shrivenham Station operates Pay as you Dine (PAYD) within all Officers Messes and the WOs’ and Sgts’ Mess.

All meals in the Mess contain signage for the guideline daily amount (GDA) which will enable all diners the choice to identify the food that meets any dietary or health needs they may have.

The Def Ac Shrivenham Station Mess is for the use of those accommodated on site or Mess members.

Formal dining:
With approval we can provide a small intimate dinner or a large formal dinner for up to 250 - to include flowers, silver and dance floor.

Retail Outlets:
There are a number of retail outlets available on site providing hot drinks and snacks.

Security:
All names of those attending events at Shrivenham Station must be provided on a nominal roll and submitted at least 14 working days before the event.

On arrival, all visitors must report to Main Gate Reception with photographic ID. Bypass facility may be implemented for all 1* and above upon request.

The current Security State will be clearly displayed at the entrance to the site and in the reception areas of both messes. Visitors are to familiarise themselves with fire orders, emergency exits, escape routes and terrorist procedures.

Video Conference:
We have a number of video conference suites available at Shrivenham, we have suites which provide a number of connections via IP, ISDN or eVTC.

Terms and Conditions:
All requests for visits and events are to be made to the Defence Academy Visits Officer completing the Visits & Events Application Form with the full requirement.

Any changes to the requirement are subject to availability. All forms must be submitted at least 14 working days before the event.

Def Ac Shrivenham Station is not funded to provide stationery (including flipchart pads, pens, post-it notes etc) and photocopying facilities for Non Academy Events (NAE). Therefore applicants should provide all required stationery and materials.
Get in touch...

To book a visit or event at the Defence Academy, Shrivenham Station please contact:

**Visits & Events Officer**
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