

## Welcome to the

## No Food or drink to be consumed in E-learning Suite E-learning suite (There should be tables & chairs outside in corridor)

- We usually provide tea, coffee, water & biscuits outside at tea and coffee breaks.
- We are unaware of any fire-drills so if an **alarm** is sounded we will treat it as a real incident and evacuate the building via reception.
- **Toilets** are down one level (via spiral staircase near reception). At bottom of stairs turn left and then left again and follow signage. If you cannot use the stairs there is a lift.
- **Post-its** please use them to let us know when you've completed a practical (Yellow/green) and when you are having problems (Red). We will also use them to get immediate feedback during the day.
- Food there is a Café near reception that takes cash and cards.
- **Lunch break** (30 mins or 1 hour?) longer lunch means finishing later 🕾
- **Login** instructions are on the computer screen note your desk number e.g. K5 and use http://tinyurl.com/linear-models-r that as username suffix.