



**Carnegie**  
Conference Centre

CONFERENCING AT CARNEGIE

**Your Total Event Solution.**

# Your Total Event Solution.

*“Each time, you and your team have provided excellent service and support. You can’t beat Carnegie Conference Centre. You stand out above any other venue in the area and beyond.”*

*- Exxon*

## Welcome

At Carnegie Conference Centre, we have one aim: to provide every client with a level of service that is second to none.

In these challenging times, event organisers need to be smarter, more creative and consider alternatives to city centre venues. Carnegie Conference Centre offers a wealth of possibilities for meetings and events without the need to make compromises on things like equipment, parking, on-site expertise and accessibility.

So, whether you’re planning a full scale conference or one-to-one training session, we have the rooms, flexibility and equipment to fit the bill. Our main hall can comfortably accommodate up to 300 delegates with a further 22 conference/ breakout rooms of various sizes, including a Video Conference and an IT Training Suite.

Our dedicated team can offer advice and guidance throughout the entire event management process. From catering options and the most appropriate room choice through to hotel bookings and equipment hire ensuring your event runs smoothly from start to finish.

We are extremely proud of our team of staff who will work with you to make your event the best it can possibly be ensuring you are delighted with the professional and attentive support offered through every stage of the event.

We offer a setting which has a contemporary look and feel, providing a professional and pleasing environment for our clients. Our 5-star chef also adds to the experience, bringing his exceptional culinary skill and passion for fresh, local produce to provide tailor-made menus just for you.

For further details contact our Conference Team on 0844 248 0138 or email [sales@carnegieconferencecentre.co.uk](mailto:sales@carnegieconferencecentre.co.uk).



# Facilities and Services.

## Everything you need in one place.

At Carnegie Conference Centre we offer flexibility and affordability within a fantastic purpose built facility less than one mile from Junction 3 of the M90.

Our flexible choice of meeting rooms means that whatever you're looking for from a venue we can accommodate your requirements. Whether you're looking for a room for an hour or three days, for 2 people or 300, whether it's for a conference or an interview, assessment days or a corporate dinner, we have the rooms for you.

Our not-for-profit status means that as well as offering flexible and affordable packages to meet every budget, you can be sure that every penny we make is going back into the provision of education and skills for the local community and helping you deliver your corporate responsibility objectives.

Some of our other features:

- All of our rooms have natural daylight
- A relaxing environment
- Fully DDA compliant
- Lift access to all three floors
- An induction loop fitted throughout
- Dedicated coffee stations on all three floors
- Free wi-fi throughout the building
- Complimentary newspapers
- Work stations to access emails and internet; complete with scanner and printer
- Unrivalled facilities and equipment

Our venue is a perfect mix of the traditional and modern and so conveniently located for travelling from anywhere in Scotland. Set in private grounds our outside space makes the perfect place to take a break from an intense meeting or get your team's heart rate up with a fun teambuilding activity. Our grounds are an extension of our venue so if you want to plan something to incorporate the two, we're more than happy to help.

*"I had comments from many of those attending, saying how much they enjoyed the conference and praising the whole set-up at the Carnegie Centre, especially those delicious meals! Everyone was delighted with the service you provided and the professionalism of each and every member of staff at the Centre."*

*-Church of Scotland*



# Technology.

## Make your event come alive.

If you are looking for a way to make your conference or event more engaging and exciting, we have the technology and capabilities to make it happen. On top of that, our dedicated and professional IT team have over 30 years of combined experience in conferencing support and dedicated technicians will be on hand to assist both before and during your event. Our ability to provide a service or solution that many conference centres cannot ensures that your event will be a huge success and one that your delegates will enjoy being part of.

On top of our inclusive IT and AV services and complimentary wi-fi, our services can include:

- PA Systems
- Webcams
- Printing and scanning facilities
- CD/DVD/video equipment
- Microphones
- Electronic whiteboards
- Video Conferencing
- DVD Duplicator
- Voting/Polling Systems – get instant feedback and results
- Video Mixer Board
- Plus so much more...

If that wasn't enough, we can also provide:

- Video recording for live feeds between breakout rooms
- Audio and video recording of your event including editing
- Crazytalk – a fantastic programme allowing you to make your photos and characters come alive
- Reversa Screen – a screen that can be viewed from both sides
- Conference-call set up using our state of the art equipment
- Sametime – our online conference tool which works with webcams in order for clients to view a conference or presentation on-line. It also has the ability to be used in polling situations for quick, real-time response
- Live web streaming – live events streamed via the internet – keeping your green agenda!

Not sure how this leading edge technology can support your event? Don't know where to start? Or don't feel confident about using the technology? Don't worry – just give us a call or come in for a chat and we can give you a demonstration and advise on how you can use everything to its best effect. As part of your event we will provide dedicated technicians who will be happy to consult and advise you on your technical requirements, or indeed be on hand to assist with your presentations, including loading and combining if required, in order to ensure the whole conference is seamless.



*“All the staff were very supportive, being flexible and responding to our immediate requests for additional support as issues arose.”*

*- Scottish Government*



# Conference Options.

## Flexible and affordable options to meet all budgets.

### Conference Day Delegate Rates

We offer various day delegate packages for clients who are looking for that straightforward event solution.

Our Day Delegate Rate can include:

- A dedicated team to help your event go without a hitch
- Main meeting room hire
- Three servings of tea, coffee, light snacks and refreshments
- A choice of catering and refreshments – anything from a hot buffet, healthy option or soup and sandwich\*
- Water, cordials and sweets
- Whiteboard, flipchart and screen
- Delegate stationery
- Dedicated on-site IT support team
- Free delegate parking

\* Your price will be determined by your choice of catering and refreshments.

Our flexible range of packages and services means that no matter your requirements, be that a breakfast meeting, business lunch or half day room only, we are able to accommodate you. Just looking for soup and sandwiches or healthy snacks? Not a problem. We're happy to work with you to create your perfect event that's hassle free and enjoyable to host and attend.

Our rates also include VAT, meaning you won't uncover any hidden extras either before, during or after your event.

### Private Functions

In addition to our corporate meeting facilities, we offer a selection of suites for events such as:

- Corporate events
- Business breakfasts
- Working lunches
- Retiral dinners
- Awards ceremonies
- Private parties
- Birthday celebrations
- Anniversaries
- Graduations
- Proms
- Weddings
- Other special occasions

With a wide selection of catering options and room choices, we can provide something special to suit all budgets.

A warm welcome awaits at Carnegie Conference Centre and you're always more than welcome to drop in for a coffee to discuss how we can help.



## Event Management

Our friendly team can provide support and guidance in the management of your event from conception to completion. We're industry experts and can provide support and advice for your event or take the hassle of organising your event completely out of your hands.

Our integrated approach puts our clients at the heart of everything that we do.

- On-site event management and organisation
- Guest invitations and response handling
- Sourcing of additional suppliers and event products
- Speaker procurement
- Logistics and accommodation
- Delegate registration
- Technical and AV support
- Preparation of delegate packs

No matter what you're looking for, we're here to help you make your event a resounding success.

## Training Facilities

Going that extra mile.

At Carnegie Conference Centre, all our rooms provide an excellent training environment fully equipped with everything you need.

We have a wide variety of interactive learning materials that are available for hire and can be used within a high performance team development training programme.

These include:

- Colour Blind
- The Hat Factory
- The Supply Chain
- Egg Ballista
- Tower Build
- Dracula
- Murder Mystery

We also have a team of trainers available to support in the development of training courses or deliver training on your behalf. The team have expertise across the fields of Microsoft training, Project Management and Personal and Professional Development programmes. Full and half-day rates are available so give us a call to see what we can do for you.

Andrew Carnegie Business School  
[www.carnegiebusiness.com](http://www.carnegiebusiness.com)  
0844 248 0117



# Catering Options.

## A feast for the taste buds.

Our exceptional Head Chef will be delighted to work with you to create food that suits your taste buds and your budget.

Our tasty food is made from high-quality, fresh, locally sourced products and no matter what you want – or don't want – we can accommodate you.

Our professional and attentive restaurant team will be on hand to give you the best service offering anything and everything that you need. We can offer lunch on the go, working lunches, packed lunches to take away or a more traditional hot lunch or buffet. The choice is up to you.

We are also fully licensed allowing you to enjoy a quick tippie with your delicious meal.

So, whether you are entertaining clients, hosting a private party or attending interviews or a conference, our events team will be delighted to help you organise your exclusive event.

### Outside Catering

As well as our on-site facilities, we are also able to offer clients a selection of outside catering packages for corporate and private events. Now our delicious food can come to you, wherever you are!

Our dedicated team provides a professional, flexible service with bespoke menus accommodating most special dietary requirements and packages, tailor-made to accommodate individual budgets and requirements. We offer so much more than simply providing the food. With meticulous attention to detail, we manage the event, making sure the whole experience is one to remember. Full details including sample menus are available on request.

We also hold a valid drinks license meaning we can provide bar facilities for your event in accordance with relevant legislation. We can bring the fun to you!

We only use the freshest of ingredients and use as much local produce as we can, ensuring your food is always of the highest quality. We also adhere to the strictest practices in the preparation and transportation of all food so you can be confident you'll be getting restaurant quality food wherever you may be.



*"We were so pleased with the venue, the friendliness of the staff and the meal at lunch – so superb, we will definitely be back!"*

*-Queens Nursing Institute, Scotland*

# Location.

## Practical in its location, inspiring in its surroundings.

Situated in Dunfermline, Carnegie Conference Centre is just 15 minutes from Edinburgh International Airport and on the doorstep of the beautiful Fife countryside. We are also well connected to the main transport hubs with three local train stations nearby and national bus routes from all of Scotland's major cities stopping just outside the Centre.

***Did you know it takes less time to drive from Edinburgh airport to Carnegie Conference Centre than it does to drive from Edinburgh airport to the centre of Edinburgh?***

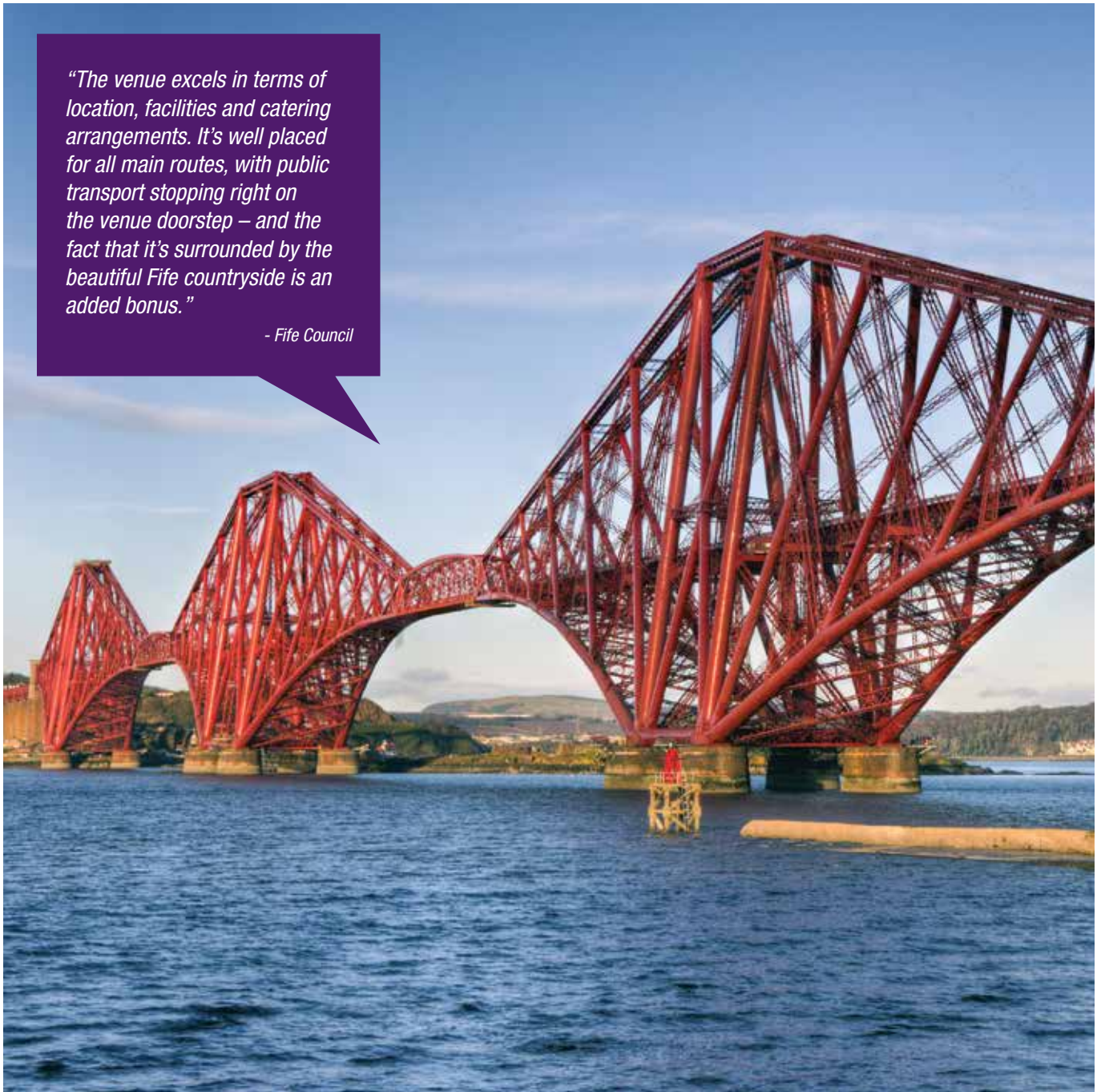
This makes Carnegie Conference Centre the ideal choice for reducing your carbon footprint. Should you need to use your own transport, however, the Centre also boasts 140 complimentary parking spaces and an onsite Holiday Inn Express for residential events. A perfect one-stop shop!

Less than a mile from Junction 3 of the M90, and only 25 minutes from Edinburgh, we are in an ideal location for delegates travelling from all over Scotland. We also have all the advantages of being near Scotland's capital, without the disadvantages of city traffic congestion and parking problems

Set in private grounds, in a central location for all amenities, our purpose built venue provides both privacy and easy access and a fantastic mix of traditional and modern.

*“The venue excels in terms of location, facilities and catering arrangements. It’s well placed for all main routes, with public transport stopping right on the venue doorstep – and the fact that it’s surrounded by the beautiful Fife countryside is an added bonus.”*

*- Fife Council*



## Directions

Visit our website at [www.carnegieconferencecentre.co.uk](http://www.carnegieconferencecentre.co.uk) for full details on how to get here.

## Hotel Accommodation

In partnership with Holiday Inn Express, Carnegie Conference Centre can provide on-site accommodation for your event's attendees.

Conveniently located only minutes away from the Conference Centre, the Holiday Inn Express boasts:

- 82 modern, en-suite bedrooms
- Lifts to all floors
- Free high speed internet access
- Licensed bar and lounge
- Free parking
- Complimentary breakfast with three hot options.

24 Hour Residential Conference Packages are also available.

For larger events, we can advise on other hotels in the area.

To discuss how we can best meet the needs of your next event call us on 0844 248 0138 or email [sales@carnegieconferencecentre.co.uk](mailto:sales@carnegieconferencecentre.co.uk).



*“The evaluations concerning the conference venue, food and accommodation have been excellent. It is not every day that so many of the participants choose to comment specifically about the venue – yet they all did this time. A big thank you to everyone concerned for supporting this event so well”*

*-CAS*

### **Tours and Further Information**

We would be delighted to meet with you and offer you a tour of the venue and our extensive range of facilities.

Call us to arrange a suitable date and time on 0844 248 0138 or email your request to [sales@carnegieconferencecentre.co.uk](mailto:sales@carnegieconferencecentre.co.uk)

### **Carnegie Conference Centre**

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