

Carnegie  
CONFERENCE &  
BUSINESS CENTRE

More than  
a venue

# SHINE



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# Welcome

“A VERY WARM WELCOME. WHAT MAKES CARNEGIE DIFFERENT IS ‘IT’S ALL ABOUT YOU.’ EVERYTHING REVOLVES AROUND YOU TO MAKE YOUR EVENT A SUCCESS. COME TO CARNEGIE AND WE’LL MAKE YOU SHINE.”

JOYCE GORDON CONFERENCE MANAGER

Carnegie Conference Centre is a purpose-built meeting and events facility situated on private grounds adjacent to the campus of Carnegie College in Dunfermline. As you’d expect from any conference centre, we have all the facilities and equipment you need to make your event run smoothly and efficiently. But what makes Carnegie stand out from other venues is more than just bricks and mortar or high tech equipment.

It’s our core belief; that is, everything is ‘all about you’.

Whether you’re planning a conference for 400 guests or a staff meeting for ten, our staff are highly trained and focussed on making your day a success. We go that extra mile, paying attention to the smallest detail so you and your guests or delegates concentrate only on the event you are arranging, attending or giving. We want everyone to leave feeling inspired, enthused and ready for the next challenge. We want to help make you, and everyone else, ‘shine.’

For further details on our facilities, please see the insert at the back of this brochure or contact us at Carnegie Conference Centre on 0844 248 0138 or email [sales@carnegieconferencecentre.co.uk](mailto:sales@carnegieconferencecentre.co.uk)





“THIS WAS A UNIQUE EVENT WHICH INVOLVED THE MOST METICULOUS PLANNING. YOU AND YOUR STAFF MANAGED WHAT MANY, IN THE CLUB AND BEYOND, THOUGHT WAS IMPOSSIBLE. IT BLEW EVERYONE AWAY.”

ROTARY CLUB OF DUNFERMLINE



## It's your venue

“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

At Carnegie we want you to feel that the venue is yours. Flexibility and affordability are key as everyone's needs are different. After a consultation with us, we can tailor your event to suit all your needs. Your event is 'all about you' and we will ensure that you have it the way you want it – and that everything is 'just right' on the day.

There's an enviable selection of 25 conference and breakout rooms to choose from, including a dedicated Video Conference Suite and two IT Training Suites.

Rooms can be arranged in a variety of set ups from 1:1 interview settings to 400 delegates in theatre style. Our dedicated team are always on hand throughout the day to deal with any last minute changes or requests.



“THE STANDARD OF SERVICE IS INVARIABLY EXCELLENT AND ANY ADDITIONAL REQUESTS ON THE DAY, ARE DEALT WITH SPEEDILY AND IN A FRIENDLY MANNER. YOUR STAFF ARE SO CALM, OUR VISITING SPEAKERS ENJOY HAVING SUCH PROFESSIONAL SUPPORT FOR THEIR PRESENTATIONS.”

SOROPTOMIST INTERNATIONAL

All of our rooms have natural daylight, dedicated coffee stations are positioned on all three floors and free wi-fi is available throughout the building. Complimentary newspapers are available in our main reception areas and delegates can access emails and the internet using our work station on the 1st floor gallery, equipped with scanner and printer. In addition, fax and photocopying services are available.

The Centre is fully DDA compliant with lift access to all three floors and an induction loop system fitted throughout.

Our focus and commitment to ensuring your venue is exactly as you want it has allowed us to build a well respected reputation as one of the most sought after conference venues in Scotland.

Please refer to the insert in the back of this brochure for the floor plan layouts and room set up styles.



# The best facilities to complement your presentation

“THANKS TO YOU AND YOUR TEAM FOR THE TIME YOU TOOK ENSURING THAT THE EVENT RAN SMOOTHLY. ALL THE TECHNOLOGY ELEMENTS WORKED PERFECTLY. GREAT FEEDBACK FROM ATTENDEES, EVENT RAN WITHOUT A HITCH.”

TECHNETFIFE

At Carnegie we understand that a presentation is all about the person that is delivering it. Therefore the technology supporting the presentation has to be seamless. It has to be seen and not heard so that people can concentrate on the content of the presentation and not any unwanted distractions. We place great importance on providing the very best facilities and equipment to complement your presentation.

Our Event Co-ordinators are available to you at all times from initial enquiry stage, through to the day of your event. We are on hand to ensure you have everything you need and to guarantee all elements come together seamlessly, including IT and AV services, catering needs, room set-ups, administration support and many other services.

Unlike other venues, we provide our clients with access to a dedicated, highly qualified, on-site technical support team who are on hand throughout each day to assist with any eventuality.



“WE HAD A VERY SUCCESSFUL DAY AND OUR EVALUATION FORMS GAVE THE VENUE FULL MARKS. PLEASE ALSO PASS ON OUR THANKS TO YOUR RECEPTION STAFF AND THE CHAP WHO WAS SETTING IT UP – HE WAS INVALUABLE.”

CHS DUNDEE

In addition to standard support with AV and presentation requirements, our team offer an extensive range of specialist services; from interactive voting pad systems to video recording for live feeds between breakout rooms and live web streaming.

Nowadays, the possibilities are endless with what you can do to make your event 'come alive'. We believe we have unrivalled facilities and equipment, not to mention, a highly qualified and responsive IT support team, to ensure your event is as inspiring as it can be.

To check the hire price and the equipment that is available to you, please refer to the insert at the back of this brochure or call our conference team on 0844 248 0138 or email your enquiry to [sales@carnegieconferencecentre.co.uk](mailto:sales@carnegieconferencecentre.co.uk)



## Dedicated people, unrivalled service

Meet with anyone in our team and you will instantly appreciate their enthusiasm for your business. You'll find they have a passion for delivering the highest standards of customer service and they'll demonstrate their creativity in finding solutions to your requests to ensure you have a flawless event.

The Carnegie Conference Centre team offers a mixture of administrative, catering, IT, project and event management experience allowing us to address the diverse needs of our customers.

In order to meet those needs, Carnegie Conference Centre offers a flexible range of packages and services providing clients with a one-stop-shop for all types of meetings and events. Every opportunity is covered from half day, room only hire to long term office leasing and a virtual office presence. We also cater for professional business lunches and dinners in our Canmore Restaurant, as well as breakfast meetings.

To find out more contact us at Carnegie Conference Centre on 0844 248 0138 or email [sales@carnegieconferencecentre.co.uk](mailto:sales@carnegieconferencecentre.co.uk)

“I HAVE BEEN ON MANY COURSES  
OVER THE YEARS WITH SGN/  
TRANSCO AND YOUR HOSPITALITY  
AND FACILITIES ARE BY FAR AND  
AWAY THE BEST I HAVE EVER  
COME ACROSS.”

SCOTTISH GAS NETWORK



## Food of the highest standard

“WE WERE IMPRESSED BY THE COURTESY AND APPROACHABLE NATURE OF THE STAFF. NOTHING WAS TOO MUCH TROUBLE. THE QUALITY OF THE MENU LEFT NOTHING TO BE DESIRED.”

**STRATHCLYDE POLICE**

At Carnegie Conference Centre we take great pride in providing nutritious high-quality food. We always endeavour to use only the freshest locally sourced products available; local suppliers such as Hendersons for our meat and Woods for our vegetables. By using local suppliers we put a little bit of Fife back into our cuisine. Apart from producing traditional Scottish and British cuisine, our chefs relish the challenge of creating dishes from around the world. In fact, we welcome suggestions from our clients for recipe suggestions.

### SAMPLE MENU

Griddled supreme of chicken served with chorizo & smoky bacon sauce

Poached haddock in a crayfish sauce

Roasted vegetables wrapped in filo pastry and served with an Italian sauce

Strawberry Pavlova with fruit coulis and seasonal strawberries

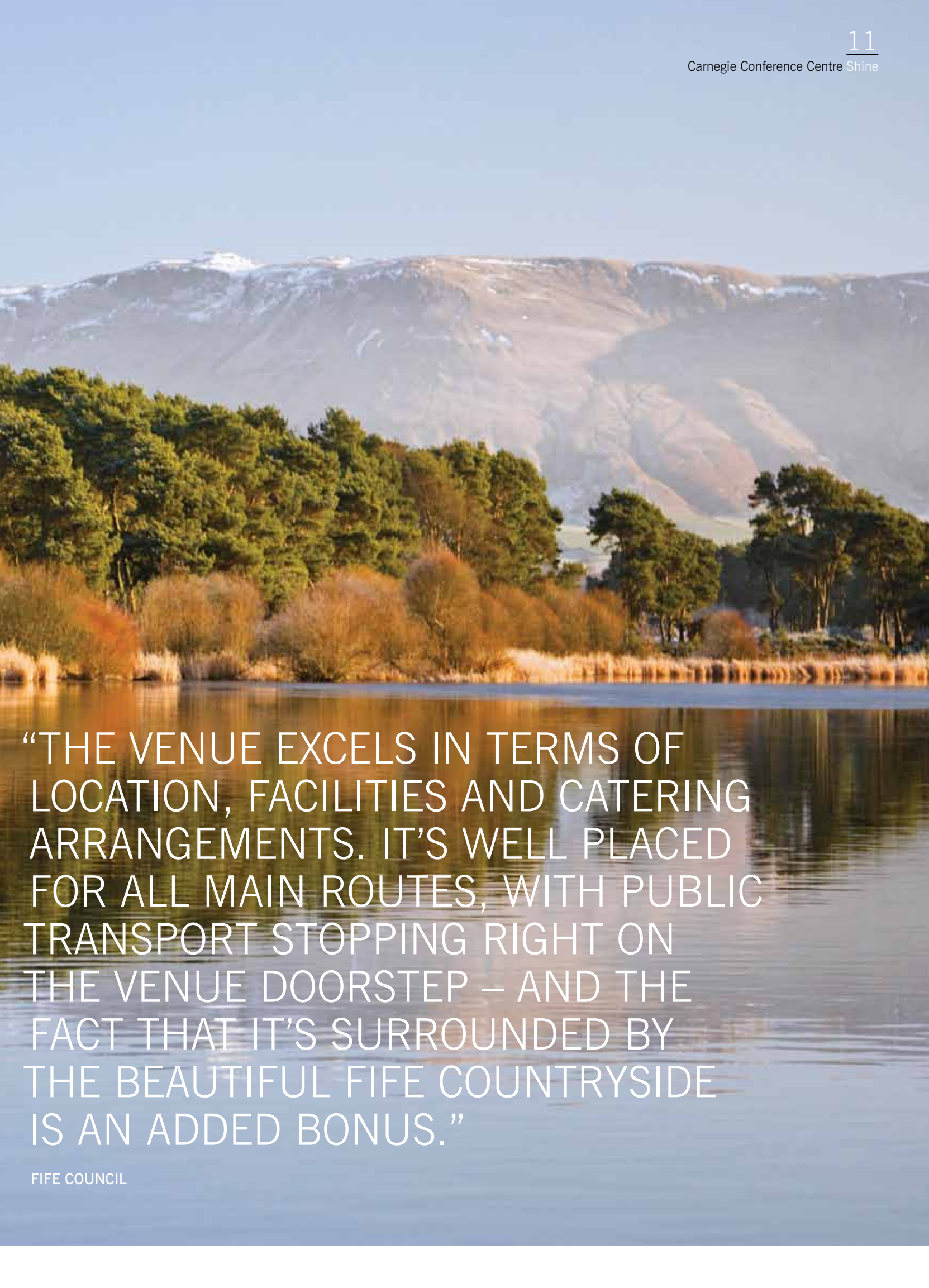
Trio of chocolate mousse served with crème chantilly and drizzled in a rich chocolate sauce

Our desserts cover all aspects for sweet lovers. From fresh fruit platters to cheesecakes and mousses, our chefs love creating those traditional old favourites such as Spotted Dick with ‘proper’ custard and bread & butter pudding, they really do get their inspiration from our clients requirements.

With sufficient notice, you can have most things you ask for which might be a specific food product, or a special wine, just ask, we will probably say ‘yes, can-do!’.







“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.”

# Practical in its location, inspiring in its surroundings

Carnegie Conference Centre is situated just over the famous Forth Rail Bridge and the Forth Road Bridge. We are well connected to the major transport hubs, 20 minutes from Edinburgh International Airport and close to three local train stations, including Inverkeithing station. Additionally, national bus routes from all of Scotland's major cities stop outside the centre. This makes Carnegie Conference Centre the ideal choice for reducing your carbon footprint. Its location has the best of both worlds. It's less than an hour's drive from the hustle and bustle of the major cities Edinburgh and Glasgow. And it's on the doorstep to the stunning scenery of the Kingdom of Fife.

The Centre is located on the outskirts of the historic town of Dunfermline, just off the M90. Dunfermline is the ancient capital of Scotland, the burial home of many of the country's monarch's, including Robert the Bruce and Saint Margaret.

## DISTANCES

Edinburgh Airport	15 miles
Edinburgh	18 miles
Stirling	25 miles
Perth	27 miles
Dundee	46 miles
Glasgow	50 miles
Prestwick Airport	81 miles



“DUNFERMLINE IS NOT A LOCATION WE WOULD NORMALLY USE BUT WE WILL TRY TO USE IT AS MUCH AS WE CAN IN THE FUTURE. THE WHOLE VENUE WAS GREAT AND THE FOOD AND THE FACILITIES WERE FANTASTIC.”

EXPOTEL

Many people who come to the Conference Centre extend their visit to take advantage of our location and surrounding attractions. It's easy to see why. For team building events, there is the excitement of the Knockhill Racing Circuit. At a slightly slower pace there is Cluny Clays – Scotland's leading activity and leisure centre offering superb facilities such as clay pigeon shooting and archery.

The magnificent Alhambra Theatre is a recently renovated 1,000 seat venue which regularly holds live music and comedy gigs. While the 1930s theatre Carnegie Hall is also close-by, hosting regular entertainment events with a licensed restaurant and bar. Not to mention, the plentiful bars and restaurants in the town centre.

And for those who want to take things at an even more leisurely pace there is Fife Leisure Park, which offers a mix of leisure facilities including a 10-screen multiplex Odeon cinema.

For golf lovers the Centre is only 40 minutes away from the historic and world famous courses at St Andrews, as well as being close to other great venues including Lundin Links, Leven Links and Ladybank.



## Make the most of your stay

“THE POSITIVE, SUPPORTIVE AND RELAXED RESPONSE FROM ALL YOUR STAFF MADE A HUGE DIFFERENCE. THE FACILITIES WERE EXCELLENT, HAVING THE HOTEL RIGHT NEXT DOOR MADE IT FEEL LIKE A RELAXING BREAK.”

FIFE YOUNG CARERS

If you are attending an event that lasts for more than one day and don't want to commute, or if you're looking to book a 24 Hour Residential Conference Package, there is an Express by Holiday Inn located in the grounds of Carnegie Conference Centre. Part of the award-winning Inter Continental Hotel Group, the hotel has fantastic facilities. All the rooms are en suite with satellite TV and free wi-fi internet access.

Dunfermline is also well served by other hotels and guest houses close to the Conference Centre:

Premier Inn  
Tel: 0845 080 5104

Travelodge  
Tel: 0871 9846287

Auld Mill Hotel  
Tel: 01383 732152

Clark Guest House  
Tel: 01383 735935

Garvock Guest House  
Tel: 01383 734689



# Conference Organiser planner

## VENUE

Confirm number of conference/break-out rooms available and the capacities in various settings

Is there a dedicated registration area and potential exhibition space?

Does the venue provide signposting for delegate workshops?

Can the sound and lighting be controlled and adjusted from within the room?

Are there sufficient power points and are extension leads available?

Is the building fully DDA compliant?

## CATERING

Delegate Lunch – what is offered as standard: buffet style, finger buffet or full lunch service?

Corporate Dinners – what options are available and can the venue assist with entertainment, is there a dance floor?

Can the venue cope with special dietary requirements?

Cocktail reception / Pre-lunch / Pre-dinner drinks – is the venue licensed?

## TRAVEL DETAILS

Does the venue provide travel directions and a map?

What is the distance to the nearest airports, train stations, motorways?

Parking – is it on-site, is there a charge?

## HOTEL ACCOMMODATION

Does the venue offer reduced rates for overnight hotel accommodation for conference delegates?

## EQUIPMENT & SUPPORT

Are the right types of projection equipment, sound systems and screens available?

Is there a dedicated support team?

Can you access the venue to do a run through before the actual presentations?

What other equipment is available – web streaming, voting pads, video conferencing?





# SHINE

For further information or to discuss a request please contact:

**Joyce Gordon**  
Conference Manager

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Halbeath Road, Dunfermline,  
Fife KY11 8DY.  
Tel: 0844 248 0138  
Fax: 0844 248 0120

[www.carnegieconferencecentre.co.uk](http://www.carnegieconferencecentre.co.uk)

## Tours & Further Information

We would be delighted to meet with you and offer you a tour of the venue and our extensive range of facilities. This can be on an individual basis or if you prefer you can join other organisers on one of our monthly group tours.

Call our events team now 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)

