

Organising the Mediation Venue

The choice of a suitable venue for a mediation can make a significant difference to the success of the mediation process.

One large room, sufficient in size to accommodate all attending is required and private rooms are required for each of the parties.

Key elements:

- Internal rooms with no outside light can be less suitable for a whole day.
- Adjacent rooms may not be appropriate unless there is good soundproofing between the rooms. In some circumstances it may be more appropriate, if possible, to accommodate parties on different floors to minimise the chances of accidental meetings.
- Flexibility at the end of the day is essential. It is not unusual for mediations to last beyond normal office hours and the venue should allow parties to remain there until, at least, the early evening.
- Flipcharts should be available in the main rooms Photocopying facilities will often be needed, and it may be necessary to have printing facilities especially later in the day if a Resolution Agreement or Heads of Agreement are prepared.
- Tea and coffee should be available on arrival at regular intervals during the day.
- Water should be available throughout the day in all rooms.

Lunch should be provided for all attending, including the mediator and assistant if any. Given that mediations may run into the early evening some provision for food later in the day is also helpful. It may not be necessary to have this pre-ordered provided there is somewhere nearby where food can be obtained.

Any special requirements of those attending will need to be considered. These may include dietary requirements and appropriate access to the building.

