



## THE QUEEN'S COLLEGE

### INFORMATION FOR GUESTS

Welcome to The Queen's College and we hope you will enjoy your stay with us. In advance of your arrival, we would like to provide you with some useful information. If you are residing as part of a conference group, please note that your Conference Organiser will be the first port of call for enquiries and timings.

**CHECK IN/CHECK OUT:** our **check in time is from 14:00-20:00** and our **check out time is by 10:00**

Please vacate your room by this time, a fee of £40 is applicable if your key is not returned to the lodge by 10:00. A secure luggage store is available if you need to arrive or depart outside of these times - access can be obtained from the Porters' Lodge.

#### MEAL TIMES

**Breakfast** is served in our Hall between the following times:

**07:45 – 08:45** Monday to Friday

**08:15 – 09:15** Saturday and Sunday

A wide range of Full English and Continental breakfast options are offered.

If lunch and/or dinner are provided within your conference, please refer to your conference's programme for timing and venue. Lunch and dinner are served at set times, so we kindly ask delegates to be punctual for meals.

If you have a special dietary requirement please contact your Conference Organiser prior to your arrival. It will not be possible to provide an alternative menu unless prior notification has been received.

#### ACCESS

The main College entrance is open from **07:00 – 21:00 daily** (07:00-20:00 on Saturdays).

When the main entrance is locked you will use the 'late gate' to come and go. This is operated by a coded key pad and the Porters' Lodge will issue your code to you on check in.

The main entrance closes at 21:00 but the Lodge is manned until midnight. Should you forget the late gate code, the porter can be reached via the intercom at the main entrance. From midnight until 07:00 the Lodge is unmanned and you should contact your conference organiser on the mobile number given to you.

In the event of **an absolute emergency** the resident caretaker can be reached on 79120.

#### BEDROOM FACILITIES

Tea and coffee making facilities, refrigerators, bed linen and towels are all provided in the bedrooms. Rooms are serviced daily (except on weekends) and clean bed linen and fresh towels will be provided as necessary.

#### **LAUNDRY**

Laundry facilities are available (£2.50 per wash; £2.50 per 40 minutes drying) and laundry cards can be purchased from our Bursary between the times of Monday to Thursday 08:45 to 16:45 and Friday 08:45 to 15:45 (the Bursary is closed for lunch each day between 12:45 and 13:45). Laundry cards can then be topped up with additional credit at the Porters' Lodge.

#### **INTERNET ACCESS**

If you are residing as part of a conference group, Wi-Fi is available in all meeting rooms and bedrooms and can be accessed using a username and password, using the University OWL network. Your Conference Organiser will give you these details at registration.

#### **COMPUTER ROOMS & PRINTING/PHOTOCOPYING**

The Moffatt Room, located in Back Quad Staircase 6, is open for conference guests to use. The room contains 8 computers which require a log-in account, which will be issued to you by your Conference Organiser. Printing and photocopying facilities are available in this room, any printing/photocopying will be charged to your conference's account.

#### **GARDEN AND GROUNDS**

You are welcome to access Drawda Garden (the lawn outside the Shulman Auditorium), but guests are kindly asked not to walk on other lawns in the College, including the Fellows' Garden which is adjacent to Drawda Garden. It is an ancient tradition that the lawns in the quads are for decorative use only.

#### **SMOKING**

All areas in College, including the grounds, are non-smoking, with the exception of one designated smoking area underneath the oak tree in Drawda Garden. All rooms have smoke detectors installed.

#### **CONSIDERATION FOR OTHERS**

We do hope you enjoy your stay at Queen's and we request that you respect the needs of others within the College and please keep the level of noise to a minimum.

#### **SECURITY**

Please ensure all valuables are tidied away in your bedroom and the door is locked when you leave your room. If you see anything suspicious please report it to your Conference Organiser or the Porters' Lodge. The College has a CCTV system monitored by the lodge. After the lodge is closed, please be vigilant of tailgaters when accessing the College.

## FIRE

Please read the fire notices in your room and familiarise yourself with the nearest fire evacuation points. Regulation fire doors, lighting and alarms are installed throughout the college. Upon hearing the fire alarm vacate the building by the nearest evacuation point and report to the fire marshal and your Conference Organiser.

## FIRST AID / MEDICAL SERVICES

There is a first aid trained member of staff on duty in College during the hours the College is staffed, 07:00 – 21:00. The Lodge, serving staff and housekeeping staff all have designated trained persons. A First Aid box is kept at the Porters' Lodge.

The nearest A&E department is the John Radcliffe Hospital, approximately 15 minutes' drive from Oxford centre. If medical services are required please contact the Porters' Lodge.

## CASH FACILITIES

The nearest cash point, or ATM, is located at the NatWest bank. Turn right out of Queen's and walk down the High Street towards the city centre. The NatWest Bank is on the left hand side just before the second light controlled pedestrian crossing, on the corner of High Street and Alfred Street.

## LOCATION AND TRAVEL

Queen's College is situated on the High Street approximately 5 minutes walk from the main shopping area of the city. Due to the college's central position in historic Oxford **no car parking is available at the College**, but buses from the Thornhill and Seacourt Park and Ride sites stop directly outside of Queen's, as do buses from the train station, London and London airports (see below).

***By road:** Oxford is connected to London, the M25 and the Midlands by the M40 motorway. Junctions 8 and 9 link directly to the city. The Oxford ring road provides direct access to the south and west via the A34.*

***Parking:** There are access restrictions for cars within the city centre, particularly for traffic coming into the centre from the east, along the High Street.*

*For quick and easy access to the city centre you are advised to use one of Oxford's 5 Park and Ride sites. The 400 service from the Thornhill and Seacourt Park and Ride sites stops directly outside of Queen's.*

***By train:** A direct service operates between Oxford and London Paddington (approximately every 30 minutes), and between Oxford and Birmingham New Street. Other services operate from the north via Birmingham New Street; from the South via Reading; and from the west via Didcot or Reading. For information contact National Rail Enquiries ([www.nationalrail.co.uk](http://www.nationalrail.co.uk); +44 (0)8457 484950).*

***By coach:** Two services operate from London: one leaves from Victoria Coach Station (Buckingham Palace Road (Stop 7) every 10 - 20 minutes during weekdays (X90 Oxford Bus Company, <http://x90.oxfordbus.co.uk>) the other from Grosvenor Gardens by Victoria Railway Station every 10 minutes at peak times (Oxford Tube, [www.oxfordtube.com](http://www.oxfordtube.com)). Both services pick up at Marble Arch.*

*There is also a coach service from Cambridge (X5 via Milton Keynes). For information on coaches to other major cities and airports contact National Express ([www.nationalexpress.com](http://www.nationalexpress.com); tel: +44 (0)8717*

818178).

***Taxi information:** Taxi ranks are located at Oxford Railway Station, Gloucester Green Coach Station and St Giles' in the city centre.*

*ABC Taxis, tel: +44 (0)1865 770077*

*City Taxis, tel: +44 (0)1865 201201*

*Euro Taxis, tel: +44 (0)1865 430430*

*Radio Taxis, tel: +44 (0)1865 249743 or 242424*

***By air:** The most convenient arrival airport is London Heathrow, from which there is a frequent express coach service to Oxford. London Gatwick is a little further, but again there is direct coach service to and from Oxford. Visit 'The Oxford Bus Company' at <http://airline.oxfordbus.co.uk> for full airport coach services.*

*London Stansted airport is linked to Oxford by the National Express 757 coach service, running every two hours. Visit [www.nationalexpress.com](http://www.nationalexpress.com) for more information.*

#### A BRIEF HISTORY OF QUEEN'S

The Queen's College, Oxford was founded in 1341 by Robert de Eglesfield under license from Edward III to construct a collegiate hall under the name of 'the Hall of the Queen's Scholars at Oxford'. Parts of the current College date back to the 17th century and replace the earlier medieval College buildings that had fallen into disrepair in the 16th century. The College is one of the oldest constituent Colleges of the University of Oxford.

Notable Queen's alumni, known as Old Members, include Edmond Halley FRS (astronomer, Queen's 1673), Rowan Atkinson CBE (comedian, actor and writer, Queen's 1975-8) and Professor Sir Tim Berners-Lee OM KBE FRS (founder of the World Wide Web, Queen's 1973-6).

Further information on Queen's history and other points of interest can be obtained from the Conference Office.

#### CONTACT

The Conference Office

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Oxford

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