



St Catherine's College, Oxford

Information for Conference Delegates

Welcome to St. Catherine's College, Oxford

We hope that you will enjoy your stay with us. We hope that any information you need is provided below. However, if you have any queries that are not covered here, please in the first instance contact your conference organiser, who, if unable to help you, will be able to contact the conference office.

Arrival & Check-in

Bedrooms are generally available from 2.00pm on the day of arrival. Delegates should report to the Porter's Lodge and collect keys to their rooms. Room keys are issued to delegates from the Lodge on an individual basis. The College does not operate a hotel keyboard system and delegates are asked to keep their keys during their stay. Coffee and tea making facilities are provided in all bedrooms, together with soap, linen and towels.

Departure & Check-out

Delegates and organisers are expected to vacate their bedrooms and return their keys to the Porter's Lodge by 10.00 am on the morning of their departure. For most people, this will mean after breakfast – ie before the first conference session of that day. A charge of £20 will be incurred if a key is not handed in by 10.00am, and an additional day's charge will be incurred if a room is not vacated in time for it to be ready for the next guest. Luggage may be left in the luggage room in the Porter's Lodge.

Internet Access

Wired internet access is available in all our bedrooms. Computers should be set to automatically obtain an IP address by DHCP. Users need an Ethernet patch lead which should be plugged into any ODD numbered network socket.

The sockets are situated in the skirting board of each room.

Ethernet leads cost £5 and we ask delegates to obtain them from their conference organiser. We currently make no charge for this service, and as a result do not provide technical support for it. However this situation is currently under review, and therefore a charge may be made in the future. Wireless access can be obtained in most bedrooms and meeting spaces. You can collect a username and password from your conference organiser free of charge. For areas where this service is not accessible, wired access is necessary.

Porter's Lodge

The Porter's Lodge acts as the college's reception, and there is a Porter on duty 24 hours a day. Please contact the Lodge if you have any problems. The Lodge telephone number is 01865 271700, and the College address is: *St Catherine's College, Oxford OX1 3UJ*.

The porters can provide delegates with individual telephones for their bedrooms at a minimum charge of £5 - there is also a free phone in the Porters Lodge which can be used for arranging taxis.

Public Telephones

There are no coin operated phones in the college at present; however there are two card operated pay phones: one in the Junior common room and one in the Bernard Sunley Foyer, cards can be obtained in the Porter's Lodge.

Security

Under no circumstances can the College accept responsibility for the loss or delegates' property, other than for small items handed to the Porters' Lodge for safe keeping.

Car Park

Unfortunately we are unable to offer parking for conference delegates. However if you have a particular need for parking, please contact your conference organiser.

Meals

Main meals are served in the dining hall. Coffee and tea are served at times and places to fit in with the conference programme.

Standard meal times are as follows:	Breakfast	8.00 am
	Lunch	1.00 pm
	Dinner	7.00 pm

Medical facilities

The College Medical Officer can be reached through the Porter's Lodge where there is also a first aid box.

Social

The Junior Common Room and bar are available to delegates as a social area during conferences. Bars sales are on a cash basis.