

## WADHAM COLLEGE - OXFORD

### NOTES FOR CONFERENCE ORGANISERS

**General:** The following notes are designed to help you prepare for your conference here at Wadham, and include information you may need to communicate to your delegates. We look forward to working with you and will be on hand to answer your queries and deal with your requests.

**Presence of Conference Organiser:** It is a condition of any agreement to hold a conference at Wadham that there is a **clearly designated organiser on-site throughout the conference**. He/she should be in the College not less than 3 hours before the arrival of the first delegates and thereafter immediately contactable throughout the conference. The organiser should be at the main entrance or in the Lodge when delegates arrive to assist with the issuing of keys and to resolve queries over changes to nominal lists etc. Conference Organisers may wish at this stage to register delegates and issue conference programmes; if so, a desk can be provided in the vicinity of the Lodge to help with this process. Conference registration is one aspect that organisers will wish to discuss when planning the conference. An efficient registration procedure gets a conference off to a good start. Delegates should be reminded that there is no guarantee of luggage handling facilities on arrival or departure. Rooms are normally not available until 2.00pm on the day of arrival.

**Conference Contract:** It is helpful for us in the Conference Office if you have read and studied your contract and completed the forms in as much detail as possible. Please do not hesitate to contact us if there is something you are not clear about. The Conference and Events Manager, Jan Trinder, will be in regular contact during the run-up to your conference in order to finalise detailed requirements. Organisers are reminded that bookings are not confirmed until a completed and signed contract, with the appropriate deposit have been received.

**Information for Delegates:** All delegates will be given a plan of the College when their keys are issued on arrival. It can be useful to send delegates the plan of the College prior to arrival. If you would like an electronic copy, please let us know. Bedrooms will contain a folder with 'Notes for Visitors'. A copy is attached for ease of reference. Organisers are asked to stress the importance of reading the notes carefully and, where appropriate, to highlight specific items particularly applicable to their conference. **IT IS PARTICULARLY IMPORTANT THAT ROOMS ARE VACATED BY 1000hrs ON THE DAY OF DEPARTURE UNLESS OTHER ARRANGEMENTS HAVE BEEN AGREED.** Temporary storage facilities for luggage can be provided on request.

**Complaints, Special Requests etc:** It is very important that any significant problems concerning individual delegates are channelled through the Conference Organiser who should bring them to the attention of the Conference and Events Organiser (the Lodge out of working hours). More minor matters (e.g. light bulbs) may be directed to the Lodge initially.

Please be aware of any delegate with a disability and familiarise yourself with Wadham College beforehand so that you can assist if necessary. Please notify the Conference Manager of any delegate that may need help on arrival or departure with luggage. The Conference Manager can advise you of anything that you are unsure about.

**Noise:** Please ask delegates to be respectful of others in residence and there should be no noise after 10.30pm. Should there be any complaints delegates **may** be asked to leave College. Noise in the JCR Bar is particularly disturbing for guests staying in rooms above the bar. Should you book a bar extension until Midnight we would again ask that noise is kept to a minimum.

**Damage:** Any damage caused to Wadham property by a delegate will be invoiced to the Organiser of the event. We will of course let you know first. Should any vomit need to be cleared we charge a standard charge of £25.00 + VAT plus should it be on the carpet of the room there is a carpet cleaning charge of £50.00 + VAT.

**Meals:** Meals in the College are normally provided at a set time rather than on a running basis. It will be greatly appreciated if delegates could be reminded of this and asked to attend for meals promptly. The normal meal times are:

Breakfast:	-	0800-0845, please leave by 0900
Lunch:	-	1300, please leave by 1400
Dinner:	-	1915, please leave by 2030

We appreciate that sometimes events happen beyond your control and therefore if you have a problem and anticipate being more than 10 minutes late, we would ask you to contact the Hall Manager on 277929 or 277546. Additional staff costs may be added. As soon as possible after your arrival it would be useful if you could introduce yourself to the Head Butler, the Lodge can direct you to his office.

**Dietary Requirements:** IT IS MOST IMPORTANT THAT Conference Organisers obtain details of any Diners with specific medical dietary and/or food allergy problems. THIS MUST be advised to the Wadham College Conference and Events Organiser prior to their arrival.

**Alcohol and Food:**

No alcohol and food are to be brought in to College for consumption in meeting rooms or in dining rooms. This is College policy and must be purchased from the College.

Drinks can be purchased from the JCR Bar for consumption with lunch or dinner only with prior arrangements made through the Conference Office. The JCR Bar only accepts cash. A tab can be arranged for the Organiser only to either pay on the night or to be invoiced.

Some staircases have kitchens but these will be locked and are not available for use by delegates.

**'Special' Lunches and Dinners:** Arrangements can be made for special meals and receptions other than the standard menus. Menus and costs can be made available on request. All details should be agreed with the Conference and Events Organiser when planning your conference.

**Delegate Names Lists:** The Conference Office must have the names of delegates attending the conference in alphabetical order not later than 15 **working** days before the start of the conference. This is extremely important in the planning process, particularly when bedrooms are booked. Any special requirements of delegates should also be noted on this list, eg. Disabled, elderly, vegetarian, partners attending etc. Last minute alterations or instructions can cause difficulties with knock-on effects. It is often not possible to change bedrooms at the last minute or on arrival.

**Conference Office:** A Conference Office equipped with a telephone/fax can be made available on request (charged as indicated on the Charges sheet). Computers may be available also on request but early notice is necessary.

**Meeting Rooms:** Keys for meeting rooms should be signed out and in each day at the Lodge. Please give a mobile number in the book against your signature. Please do not hold on to keys overnight for security reasons.

**Conference Notices:** Notices should not be attached to walls, doors etc. Small 'direction' boards can be made available on request and you are welcome to bring in laminated notices to attached at the bottom of our directional boards. These must be removed at the end of your stay.

**Extra Days:** If individual delegates wish to arrive early or stay after the conference this may be possible, but arrangements should be made through the Conference Organiser only and preferably well in advance. Those involved should be clearly indicated on the delegate name list. It is regretted that the College cannot collect monies directly for such extra nights; these must be arranged through the conference account. On arrival at Wadham, any delegate checking in or out different to the dates given to the Lodge will be charged to you as Conference Organiser and therefore you should ask your delegates to notify you directly. Please note however, that for any delegate arriving later or leaving earlier than the dates already booked by contract are still charged to you.

**Towels and Bed Linen:** Due to environmental pressures, bed linen is normally changed every seven days and towels will only be changed every couple of days. If you require replacement other than this, please ask your staircase scout. Please note rooms are not cleaned during your stay at weekends.

**Parking** It is regretted that Wadham has no Conference parking for delegates but advice on facilities close-by can be given on request. It is sometimes possible to offer Conference Organisers a single space for a small charge.

**Security:** Every care is taken to keep staircases locked and make the College as secure as possible, especially at night. However the College by its nature is vulnerable to petty theft and delegates should be encouraged to follow the advice in their notes carefully. Specifically they should not leave money and valuables in their rooms, even when locked. Such items may be deposited at the Lodge for safe-keeping through the Conference Organiser. The College advises you to recommend that delegates take out personal insurance to cover any loss. To assist the general security of the College all delegates should also wear name badges.

**Fire Exits:**

The Conference Organiser (or nominated person on site) is responsible for reading the fire notices in each function room and pointing out fire exits on the first meeting in each function room used. The Conference Organiser is also responsible for reminding delegates to read the fire notices in their rooms.

**Moser Theatre Access:**

For any disabled delegate who needs access to the Moser Theatre during the evenings and weekends, 24 hours advance notice must be given to the Lodge (277900 or internal 77900) so that assistance can be arranged for using the lift as the Porter cannot leave the Lodge unattended.

**Students:** Some students remain in residence within the College throughout the year. For many the College is their home and, during the Easter vacation in particular, they will be engaged in important studies. It would be helpful if delegates could be reminded of this and asked to show due consideration.

**Feed-back:** We are always trying to strive for greater efficiency in the handling of conferences and we trust that your delegates will enjoy their stay in the College and be satisfied with the standard of facilities provided. It would however be very helpful to have your views on areas where you believe we could improve.

**Telephone Messages/Faxes etc:** Messages for Conference Organisers or delegates should be directed to the Lodge (Tel: 01865-277900, Fax: 01865 277937.)

**Payment** An Account will be sent to the Conference Organiser as soon as possible after the Conference and should be settled promptly. Any queries should be addressed to the Conference and Events Organiser. It is regretted that the College is not able to take separate payments for 'extras' or other facilities from individual delegates; such arrangements should be made through the Conference Organiser and any resulting charges will be added to the main account

**VAT Exemption:** Some conferences (generally those involved in educational activities on a non-profit basis) may be able to claim VAT exemption on some aspects of their conference. Further advice can be given on request.

**Smoking:** Please inform all delegates that smoking is NOT permitted in rooms, the Front Quad, at the Lodge entrance or within 2 metres of College buildings. There is an automatic cleaning charge of £100.00 if caught smoking in rooms.

**Swine Flu:** Please speak to your delegates about Swine flu prevention methods, such as regular hand washing, bagging and binning tissues and not sharing unwashed cutlery and cups. Any suspected delegate illness should be reported immediately to the Lodge and as soon as possible to the Conference and Events Manager. Any delegates displaying symptoms should be excluded from social events and trips. The College will provide basic food items where possible to sick guests, subject to availability of staff and supplies.

Jan Trinder  
Conference and Events Manager  
(updated 28/710)