



St Antony's College, Oxford

Dear Guest

Welcome to St. Antony's College, we are delighted to be accommodating you during your visit to Oxford. Here is some information to help make your stay more enjoyable:

Contact Information:

St Antony's College
62 Woodstock Road
Oxford
OX2 6JF

Useful telephone numbers

Lodge	01865 284700
Accommodation & Conference Office	01865 284718 conference@sant.ox.ac.uk

General Information

Accommodation

Guests will be accommodated in bedrooms which have private bathroom (shower, hand basin and WC) facilities or single rooms with shared bathroom facilities. Rooms are serviced Monday to Friday and are provided with bed linen, soap and towels. As part of our commitment to environmental issues, bed linen is normally changed every seven days and towels changed every 2 – 3 days. Please inform the Conference Office if you require additional pillows and blankets.

Checking out

Please vacate your room by 10 a.m. on your day of departure and return your key/swipe card to the Lodge.

Laundry Facilities

These are located in the basement of 64 Woodstock Road, the entrance being opposite the Hilda Besse Building, the ground floor of the Gateway North Building (behind the Lodge), 3 Church Walk and 25/26 Winchester. Please download the Circuit mobile app <https://www.circuit.co.uk/mobile-app/> in order to pay for the use of washing machines.

Internet

Wi-Fi access is available in areas around the college. Internet codes that will give you access to the network will be given to you by your Organisers. Please note you will require 1 x Username and Password for each device you have.

Electrical Equipment

The electricity in the UK is 230/240 volts AC; sockets take square three-pin plugs. Transformers as well as adaptors may, therefore, be needed for hair styling appliances, etc. In our experience some appliances manufactured for use abroad do not perform well here, even with a converter and adaptor.

Personal electrical equipment must conform to UK standards as follows: every appliance must carry the appropriate kite mark; the plug must be of the safety sleeve type and be correctly fused for the appliance; flexible cables must be in good condition and not worn, split, stretched or twisted.

Smoking Policy

The College has a strict NO SMOKING policy in all areas, including within bedrooms.

College Buildings and Grounds

You are welcome to enjoy the College gardens and the Buttery at all times. While you are welcome to use the College's facilities, please be aware there is no exclusive use, and the College is still a space used by St Antony's College Students, Senior Members and staff.

Security

The Porters' Lodge is manned 24 hours a day. The Duty Porter should be contacted immediately in case of any security problems on **01865 284700**.

At certain times during the day, members of the public are allowed access to the College grounds. Although they are not allowed access to accommodation areas, **IT IS ESSENTIAL** that rooms are kept locked at all times and windows properly secured when residents are absent, and care must be taken that money and articles of value – such as laptops, iPods, mobile phones and cameras – are not left casually in residents' rooms, seminar rooms, or elsewhere.

The College is unable to accept responsibility for the loss or damage of personal property brought on to its premises.

There is a charge for lost keys: £25.00 for lost bedroom keys and £10.00 for lost access cards

In any emergency please contact the Lodge **01865 284700**.

If for any reason this is not possible, please note that number for the emergency services, Fire, Police and Ambulance, is **999**.

Fire Procedures

In the event of the activation of a fire alarm residents should exit the buildings as quickly as possible and follow the fire exit route which is identified, to the fire assembly points which are identified around College.

IN THE EVENT OF ANY INCIDENT PLEASE INFORM THE PORTERS' LODGE IMMEDIATELY

Health and Safety

Under English Law, participants have a statutory duty to take responsible care for their own health and safety and for that of others who may be affected by their actions. Please report any unsafe practices observed in College to the Lodge.

Maintenance

Please report any Maintenance issues on line <http://www.sant.ox.ac.uk/node/415/maintenance-request>
For urgent issues please inform the Lodge.

Taxis

If you ask at the Lodge the Porter on duty can call a Taxi for you or if you wish to contact one here are some local telephone numbers:

Courtesy Cars: +44 (0)1865 874787 or 873497

ABC Taxis: +44 (0)1865 770077 or 775577

CCB Cars: +44 (0)1865 876699 - <http://www.cbcars.com/>

Local Bus Service

Oxford Bus Company 01865 785400 <http://www.oxfordbus.co.uk/>

We hope that you enjoy your stay with us and have a fantastic time in Oxford !