

To: All Conference and Event Organisers
From: The Bursar, St Anne's College

IMPORTANT POINTS

Specific matters relevant to your conference/event will have been dealt with by my Deputy (Lisa Simmons) and the Accommodation Manager (Lucia Santi-Exley). The purpose of this note is to highlight some general points which apply to everyone at St Anne's and we ask that you brief your delegates accordingly at the beginning of the conference or event:

- 1) **We have a “no smoking indoors” policy and we ask that everyone smokes only at the 14 designated points shown on the attached plan.**
- 2) We have a no cycling policy within College for Health and Safety reasons.
- 3) We ask that all cycles are parked in the area adjacent to the Banbury Road.
- 4) We ask that everyone is quiet between midnight and 08.00 am.
- 5) We ask that you go to the Fire Assembly Points shown on the attached plan in the event of a fire alarm.
- 6) Please make residents aware that fire procedure detail and a site map showing fire assembly points are on the back on each bedroom door.
- 7) We ask that all persons follow the instructions of Lodge Porters in the event of a fire or emergency.
- 8) We ask you to contact the Lodge if you have any emergency or see something suspicious (the Lodge is 01865-274800).
- 9) We recommend that you lock your bedroom door at all times.
- 10) We ask you not to divulge entry door codes to anyone you do not know.
- 11) Check-in is at the Porters' Lodge from 13.00 hrs.
- 12) We request that you vacate your room by 10.00 am on your last day in College. Secure storage is available at the Lodge.

Finally, we hope that you enjoy your time at St Anne's and if you have any questions or comments please contact me, Lisa or Lucia:

Martin Jackson
(01865-274890)

Lisa Simmons
(01865-284625)

Lucia Santi-Exley
(01865-284968)