# Visitor Information

**Your Point of Contact**

<table>
<thead>
<tr>
<th>The Porters’ Lodge</th>
<th>01865 279120</th>
</tr>
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<tbody>
<tr>
<td><strong>Staffed 24 hours’</strong></td>
<td></td>
</tr>
<tr>
<td>NHS helpline</td>
<td>111</td>
</tr>
<tr>
<td>Emergency services</td>
<td>999</td>
</tr>
</tbody>
</table>
INFORMATION FOR GUESTS

Welcome to The Queen’s College, we hope you will enjoy your stay with us.

The Porters’ Lodge is your point of contact whilst you are here: 01865 279120.

If you are staying as part of a conference, please direct any programme queries to your group leader.

CHECK OUT:

Our check out time is 10:00.

Please vacate your room by this time; a fee of £48 is applicable if your key is not returned to the Lodge by 10:00.

A secure luggage store is available if you will be leaving Oxford later than 10:00. Please enquire at the Lodge.

BREAKFAST

A Full English and Continental breakfast is served in our Hall between the following times:

07:45 – 08:45 (cleared promptly at 08:45) Monday to Friday
08:15 – 09:15 (cleared promptly at 09:15) Saturday and Sunday

Occasionally these times are subject to change, and your Conference Organiser or the Lodge will inform you on check in, if the breakfast timings are different to those above.

For lunch and dinner times, please refer to your conference programme.

If you have a dietary requirement, please ensure your conference organiser is aware. If you are a bed and breakfast guest, please let our serving staff know.

Please remember it is your responsibility to query the ingredients in a dish if you think they may be unsuitable for your diet, please talk to the serving staff.

ACCESS

The Porters’ Lodge is staffed 24 hours a day. The main College entrance, next to the Porters’ Lodge, is accessible from 07:00 – 21:00 daily (07:00-20:00 on Saturdays). When this entrance is locked you will need to use one of the ‘Late Gates’ to come and go. These doors are operated by a coded key pad and the Porters’ Lodge will issue a code to you on check in. A Porter can be reached in the Lodge 24 hours a day, should you forget the late gate code and there is an intercom at the main entrance.
BEDROOM FACILITIES

Bedrooms are serviced daily (on weekdays) and clean bed linen and fresh towels will be provided as necessary.

LAUNDRY: To use the self-service washer and dryer machines you will need to download an app, instructions are available in the laundry room.
Washing powder can be purchased in local supermarkets (please see 'Local shops' below).
* There are laundry rooms located in the new kitchen yard, which is next to the Chapel entrance in Main College, and on the ground and third floors of Carrodus Quad. There is an iron and board in the Main College laundry and the third floor Carrodus laundry room.

INTERNET ACCESS

Wi-Fi is available in all meeting rooms and bedrooms and can be accessed using The_Cloud. If you have an Eduroam account we encourage you to use this.
A summary of regulations for use of the network are found on pages 13 and 14.

COMPUTER ROOMS & PRINTING/PHOTOCOPYING

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

BUILDINGS AND GROUNDS

The majority of the current College buildings were erected in the 17th and 18th centuries. There are many uneven floors and surfaces and many staircases. Please take care when moving around the College, especially at night and when the weather is wet, as paving can become slippery.

WINDOWS *Windows are not restrained and should not be opened more than 10cm for your own safety. Please do not attempt to access any balconies or balustrades or hang anything out of the window.

SMOKING

All areas in College, including the grounds, are non-smoking (including e-cigarettes).
The Queen's College High Street Oxford OX1 4AW T +44 (0) 1865 279 120 www.queens.ox.ac.uk

**THE LIBRARY:** The Library is not open to the public as it is a working library, used by postgraduate and undergraduate students. Postgraduate students are in College for 51 weeks each year and the Library is in constant use by them throughout their time at Queen’s.

<table>
<thead>
<tr>
<th>SECURITY AND PERSONAL SAFETY</th>
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<tr>
<td>The College is equipped with a CCTV system which is monitored by the Porters’ Lodge.</td>
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**For your personal safety please observe the following:**

- * Always lock your door, even if you are only going out briefly.
- * Never share your Late Gate access code with anyone.
- * Do not let people into the College with you when using your access code, unless they are registered members of your event. Remember, legitimate visitors will know how to gain entry.
- * Please ensure the late gate closes fully behind you and do not prop the late gate open in any way.
- * Please report any tailgaters to the Lodge immediately.
- * If you invite friends to come to see you at the College, you should arrange to meet them at the Front Lodge, and let the Lodge know in advance. If you are part of a conference or summer school, prior arrangement for visits by guests should be made with your conference organiser. This will prevent visitors from embarrassment in being challenged if they are found on the staircases.
- * Please report anything suspicious. Even if it turns out to be quite innocent subsequently, this can be very helpful.

<table>
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<tr>
<th>FIRE</th>
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<tr>
<td>The fire alarm sounds like a siren. Upon hearing the fire alarm vacate the building immediately and go to your nearest assembly point and report to the fire marshal and your Conference Organiser.</td>
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The College occupies older buildings which are extremely vulnerable to fire, please read the fire notices in your room and familiarise yourself with the nearest fire evacuation points.

Please alert the Lodge on check-in if you need assistance using the ordinary means of escape.

<table>
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<tr>
<th>FIRST AID / MEDICAL SERVICES / WELFARE</th>
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<tr>
<td>There is a first aid trained member of staff on duty at all times in the Porters’ Lodge.</td>
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A First Aid box is kept at the Porters’ Lodge.

In the case of an accident contact the Porters’ Lodge in the first instance (01865 279120).
The College doctors, Dr McLennan and Partners, are available in a medical emergency. Their telephone number is at the Lodge.

The nearest A&E department is the John Radcliffe Hospital, approximately 15 minutes’ drive from Oxford centre.

The College has a Health and Safety policy (required by law) and a Code of Practice on sexual harassment, both of which can be requested from the Conference Office.

LOCATION AND ACCESS
Access to the College is extremely easy. The main railway station is about a mile away and the bus station is a similar distance. There are several buses from London, Heathrow and Gatwick which all stop immediately outside the Main College entrance. Whilst the College does not have any parking available, the Thornhill and Seacourt Park & Ride buses #400 also stop immediately outside the College.

The Queen’s College [no. 26 on the map overleaf] is situated in the High Street, approximately 7 minutes’ walk from Carfax and the main shopping area of the city.

LOCAL SHOPS
Corner shop: Honey’s on the High (Turn left out of the College)

SHOPS AND CASH FACILITIES
For supermarkets and cash points, turn right out of Queen’s and continue on the High Street for 0.3 miles (7 minutes) until you get to a crossroads, this is Carfax and you will see Carfax Tower in front of you. To your left is a Sainsbury’s Local (St. Aldates), to your right Lloyds, HSBC (Cornmarket Street). Continue straight onto Queen’s Street for Marks and Spencer and the Westgate Shopping Centre.

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
THINGS TO DO AND SEE IN OXFORD:

Oxford has many sights of interest.

The University of Oxford is made up of 38 Colleges and six private halls, some of which are open to the public.

The Natural History Museum, which also incorporates the Pitt Rivers Museum, an anthropological collection of major significance, is in Parks Road about 10 minutes’ walk from Queen’s; the Museum of the History of Science is in Broad Street about 5 minutes’ walk.

The Ashmolean, a museum of art and archaeology, reopened after major refurbishment in November 2009 to architectural acclaim. It is located about 15 minutes’ walk from the college, and has over 12,000 exhibits from its collections, as well as occasional specialist exhibitions.

For garden-lovers there is the Oxford University Botanic Garden opposite Magdalen College to the left down the High Street. Founded by Jacob Bobart in 1640, it contains a wonderful collection of plants from vegetable plots to hothouses full of exotic plants from around the world.

All the above are also part of the University of Oxford.

The Oxford Playhouse has a full programme with a variety of productions including dance, plays, pantomimes and musical theatre. The New Theatre in Oxford offers ballet, opera, concerts and plays for both adults and children.

Blackwell’s Bookshop is located in Broad Street. It is an old and established academic and general bookshop, which has a large academic section for University students as well as specialist shops for music and art.

Throughout the year there are performances of music and plays open to the public in various colleges around the city as well as in the Sheldonian Theatre, another Wren-designed building.

The Oxford Castle Complex, on the site of the old Oxford Gaol, also offers a full programme of events.

The Westgate Shopping Centre is a major shopping centre in Oxford city centre, which was extensively remodelled, extended and completed in 2017.

There are many places in and around Oxford to enjoy fine food and wine, as well as bistros, restaurants and pubs offering good food at reasonable prices.

Regular guided walking tours of the city, as well as open top bus tours, offer visitors different perspectives of this ancient and beautiful city of dreaming spires.
### USEFUL ADDRESSES

<table>
<thead>
<tr>
<th>Address</th>
<th>Website</th>
<th>Tel:</th>
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<tbody>
<tr>
<td>Tourist Information</td>
<td><a href="http://www.visitoxfordandoxfordshire.com">www.visitoxfordandoxfordshire.com</a></td>
<td>+44 (0)1865 252200</td>
</tr>
<tr>
<td>15-16 Broad Street, Oxford, OX1 3AS</td>
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<tr>
<td>Natural History Museum</td>
<td><a href="http://www.oum.ox.ac.uk">www.oum.ox.ac.uk</a></td>
<td>+44 (0)1865 272950</td>
</tr>
<tr>
<td>Parks Road, Oxford, OX1 3PW</td>
<td></td>
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<tr>
<td>Pitt Rivers Museum</td>
<td><a href="http://www.prm.ox.ac.uk">www.prm.ox.ac.uk</a></td>
<td>+44 (0)1865 270927</td>
</tr>
<tr>
<td>Parks Road, Oxford, OX1 3PW</td>
<td></td>
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<tr>
<td>The Ashmolean Museum</td>
<td><a href="http://www.ashmolean.org">www.ashmolean.org</a></td>
<td>+44 (0)1865 278000</td>
</tr>
<tr>
<td>Beaumont Street, Oxford, OX1 2PH</td>
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<tr>
<td>Museum of Modern Art [MOMA]</td>
<td><a href="http://www.modernartoxford.org.uk">www.modernartoxford.org.uk</a></td>
<td>+44 (0)1865 722733</td>
</tr>
<tr>
<td>30 Pembroke Street, Oxford, OX1 1BP</td>
<td></td>
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<tr>
<td>Museum of the History of Science</td>
<td><a href="http://www.mhs.ox.ac.uk">www.mhs.ox.ac.uk</a></td>
<td>+44 (0)1865 277280</td>
</tr>
<tr>
<td>Broad Street, Oxford, OX1 3AZ</td>
<td></td>
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<tr>
<td>The Oxford Playhouse</td>
<td><a href="http://www.oxfordplayhouse.com">www.oxfordplayhouse.com</a></td>
<td>+44(0)1865 305305</td>
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<tr>
<td>Beaumont Street, Oxford</td>
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<td>The New Theatre</td>
<td><a href="http://www.atgtickets.com/venues/new-theatre-oxford">www.atgtickets.com/venues/new-theatre-oxford</a></td>
<td>+44(0)844 871 3020</td>
</tr>
<tr>
<td>George Street, Oxford, OX1 2AG</td>
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</tr>
<tr>
<td>The Botanic Garden</td>
<td><a href="http://www.botanicgarden.ox.ac.uk">www.botanicgarden.ox.ac.uk</a></td>
<td>+44 (0)1865 286690</td>
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<tr>
<td>Rose Lane, Oxford OX1 4AZ</td>
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<tr>
<td>(entrance at the Magdalen Bridge end of High Street)</td>
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<tr>
<td>The Creation Theatre</td>
<td><a href="http://www.creationtheatre.co.uk">www.creationtheatre.co.uk</a></td>
<td>Admin +44(0)1865 761393</td>
</tr>
<tr>
<td>Oxford</td>
<td></td>
<td>Box Office: +44(0)1865 766266</td>
</tr>
<tr>
<td>Oxford Coffee Concerts</td>
<td><a href="http://www.coffeeconcerts.co.uk">www.coffeeconcerts.co.uk</a></td>
<td>+44 (0)1865 30505</td>
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THE QUEEN'S COLLEGE
Regulations for Visitors

GENERAL
Please enjoy the college grounds and please treat the college rooms and grounds with care.

We hope all visitors will be polite, decent and honest towards other visitors of the College and towards the College staff.

Please remember that photographs, videos and sound recordings shouldn’t be taken without permission from the Conference Office.

Dogs and other pets are not permitted within the College.

BEDROOMS AND MEETING ROOMS
All residential rooms with one bed are for single occupancy only.

No candles or other open flames are to be used in rooms and smoking is not permitted in rooms.

Please do not attach anything to the walls or windows - use the poster boards or pin boards provided.

Please do not place anything on the window ledges outside rooms.

Heavy furniture within bedrooms or meeting rooms should not be moved without previous consultation with the Conference Office.

Please keep all fire doors closed and all doors to bedrooms locked when not in residence.

ELECTRICALS WITHIN ROOMS
If socket adapters are needed, these must be compatible with the UK three-pin plug.

The electric shaving points in bedrooms should not be used for any other purposes and non-UK two-pin plugs should not be used.

Please do not unplug the fridges or any wireless routers that may be located in your room.

Please remember to turn electrical appliances (such as hairdryers/straighteners/shavers/chargers), off overnight and when leaving the room.
REPORTING A PROBLEM

Any problems relating to the plumbing, lighting, electrical fittings or furniture in rooms should be reported to your group leader or to the Lodge.

Please report any accidental (and intentional) damage to furniture, furnishings, decoration or structure. If the damage is not accidental and seen to be carried out with malice, there will be a charge to replace/mend the item.

Bedroom wash-basins are not to be used for the disposal of waste. The cost of any clearance necessitated will be charged to the occupant of the room.

There should be no means by which you can reach the roof or balustrades, however should this not to be the case, please report this to the Lodge and under no circumstances should you proceed to the roof or balustrades. Roof walking is dangerous and is prohibited.

CHARGES

Towels or bed linen that are permanently stained by hair dye will be charged to the occupant of the room.

On your day of departure, late check-outs will incur a charge of £60. If a key is mislaid please let the Lodge know immediately - a charge of £48 will apply if a new key needs to be cut.

In the UK it is a criminal offence to tamper with any fire safety equipment. Please note that a fine of at least £200 will be imposed for improper use of or damage to fire extinguishers or hoses and an extremely severe view will be taken of any interference with the Fire Alarm system (covering smoke detectors for example).

NOISE IN COLLEGE BUILDINGS, THE QUADS AND GARDENS

We ask for quiet hours between 23:00 to 08:00 inside and outside the buildings. Those entering or leaving College between these hours should be as quiet as possible.

Please avoid raised voices (at all times) in the communal outdoor areas, such as the Quads and cloisters as well as within buildings. There are several visitor groups in college during the summer, all working and taking breaks at different times of day, so we ask all residents and visitors to observe this request.

It is useful for visitors to be aware that members of our academic community are still working in college through the vacations and expect a respected environment.

Sound systems and loud speakers should not be used. If music is played from a laptop, the volume should be regulated to a low level. The use of headphones is generally preferable and does not inconvenience other residents.
THE COLLEGE QUADRANGLES AND GARDENS

A number of restrictions are listed below when using the outdoor spaces. This is because we are a working college for our own academics as well as for your group. We realise the regulations may be restrictive and so we advise that beyond the College, Oxford has a variety of outside spaces where visitors can enjoy time outside on grassed areas.

- Residents/non-residents are not permitted to walk, sit or lie on the grass in the Front or Back Quadrangle at any time.
- Residents/non-residents are welcome to sit on the steps in the Front Quad, however eating and drinking and sunbathing is not permitted.
- No sitting is permitted on the Back Quad steps in front of the library and around the flower column.
- The Drawda Garden is a designated grassed garden for relaxing and eating and drinking. Rubbish bins are provided for disposing of litter.
- The Drawda Garden is a shared social space and noise levels should be kept at a respectful level.

Please also note that no ball games are permitted on College premises and the Fellows garden is reserved for the Fellows and private functions.

I.T. REGULATIONS

Visitors that use the internet do so in compliance with the College and University I.T. Regulations, please see page 13 and 14 of this pack.

SMOKING

All College premises including bedrooms are strictly non-smoking (including e-cigarettes).

GUESTS IN COLLEGE

If you reside as part of a group that permits guests, these guests should always be introduced to College via the Lodge and their admission is subject to prior arrangement authorised by your conference organiser who will inform the Lodge. Guests brought in through the ‘Late Gate’ should be introduced to the duty porter immediately, otherwise they might be asked to leave the College premises.

Thank you again for noting these regulations.
The_Cloud (Sky Wi-Fi)

Visitors to the College are welcome to use the free wireless internet access provided by The_Cloud.

*If your home institution is part of the Eduroam network then you can connect to Eduroam here in Oxford rather than using The_Cloud. Ask your home institution’s IT team for help getting connected to Eduroam before coming to Oxford.*

The Wi-Fi service is powered and controlled by The_Cloud (owned by Sky Wi-Fi). If you already have an account with The_Cloud, you will be able to use your existing login details.

If not, then you can create an account before you arrive in College by visiting The_Cloud website. Setup is quick and simple and only takes a few steps. Or you can create an account easily from a mobile, tablet or laptop once you arrive in College.

Simply connect your device to The_Cloud wireless network and open a web browser. This should redirect the you to The_Cloud registration/login page.

If one does not open automatically SCAN HERE

or visit [https://service.thecloud.net](https://service.thecloud.net)
If you have any queries or have trouble connecting to The_Cloud service then please visit The_Cloud support website - https://www.sky.com/wifi

Terms
https://service.thecloud.net/service-platform/terms-and-conditions/

How to connect The_Cloud

- Check your Wi-Fi is on.
- Select The_Cloud from the available network list.
- Follow the on-screen instructions.
- You’re now connected and will auto-connect in future.

Terms
https://service.thecloud.net/service-platform/terms-and-conditions/
UK PLUGS

Please only use UK plugs in this socket. For any other plugs, a UK adapter must be purchased.

Please note that the use of inappropriate adaptors could render the loss of power to the whole staircase and if this happens out of normal working hours considerable inconvenience may be caused to the occupants of rooms in surrounding areas.