



# Cambridge Conference

## Welcome Newsletter

Welcome to the Cambridge Conference 2007; we are delighted that you have joined us for this prestigious event. The Cambridge Conference Team aim to make your time here at St John's College as rewarding as possible and so there are a number of pieces of useful information we should like to share with you. All this information and much more appears in the Event Guide.

## Conference Programme and Workshop Sign-up

The detailed Conference Programme can be found in the Event Guide. Please remember to sign up for your chosen Workshops as spaces are limited to 50 people per session. Sign up early to avoid disappointment! Notice boards with Workshop sign-up lists are located in the Fisher Building Foyer.

## Delegate Lounge

The Delegate Lounge in the Marquee is open 24 hours a day, from Sunday afternoon until 08.00 on Friday 20 July. You can play the Nintendo Wii, keep up to date with world affairs via the internet or television news, or just sit and relax!

You will also be able to help yourself to non-alcoholic drinks and snacks in the Marquee throughout the day from two fully stocked fridges. Please see the price list for these items attached to the front of the fridges and please use the 'Honesty Box' to make payment.

Tea and coffee during the morning and afternoon conference breaks are served in the Delegate Lounge when the Exhibition is open.

## Internet Access

The Delegate Lounge includes an Internet Café, where you are able to log onto the internet for free to keep up to date with your emails as well as to phone home using Skype. The whole of the Marquee area is wireless-enabled, as are the Fisher Building and the School of Pythagoras, and so if you have your own wireless-enabled laptop, you will be able to connect to the internet through the CC:2007 wireless network. Please note that there is no facility to connect to the internet in College bedrooms.

## Car Parking

Outdoor parking for 150 cars is available on a first-come, first-served basis from Saturday 14 July to Saturday 21 July. The car park fee is £5 per day for each car, payable at the Registration and Information Desk in the Fisher Building. Vouchers will be issued on payment, for you to display in your car. The car park is unmanned and no security will be provided, so all vehicles are left at the owner's risk.

## Dress Code

Sunday	English Garden Party	Smart casual
Monday	Exhibition Opening Reception	Business attire
Tuesday	Hotine Lecture and Reception	Smart casual
Wednesday	Jazz and Punting	Informal
Thursday	Drinks Reception and Gala Dinner	Formal or National dress



## Registration and Enquiries

Your main point of contact to register or if you have any enquiries is the Cambridge Conference 2007 Registration and Information Desk located in the Fisher Building Foyer. It is open daily at the following times:

Sunday 15 July	12.00 – 18.00
Monday 16 July	07.30 – 19.30
Tuesday 17 July	08.00 – 18.00
Wednesday 18 July	08.00 – 18.00
Thursday 19 July	08.00 – 18.00
Friday 20 July	08.00 – 18.00

## Exhibition

Opening times are as follows:

Monday 16 July Exhibition Opening Reception	17.30 – 19.00
Tuesday 17 July	09.00 – 18.00
Wednesday 18 July	09.00 – 18.00
Thursday 19 July	09.00 – 14.00

## Conference Photograph

The Cambridge Conference 2007 photograph will be taken on Monday at 12.15. Delegates not attending the preceding plenary session who wish to be in the photograph should meet in the Fisher Building Foyer. Copies of the photograph will be distributed later during the Conference.

## Catering

All meals will be served in the Hall. Tea and coffee will be served in the Marquee when the Exhibition is open, or otherwise in the Fisher Building Foyer. Meal and refreshment times are detailed in the Pocket Guide and the Event Guide.

## Bar

St John's College Bar will be open every evening from 18.00 until midnight. On Thursday night the opening hours are extended to 01.00.

## Messages

There will be a message board in the Fisher Building Foyer – all conference messages will be attached to the board so please look out for any messages.

## Telephones

Telephones are provided in each bedroom and are operated by purchasing a telephone card from Cripps Porters Lodge or St John's College Bar.

## Mail

Outgoing mail can be handed to staff in the Cripps Porters' Lodge or to a member of the Cambridge Conference Team. Incoming mail can be collected at the Registration and Information Desk in the Fisher Building Foyer.

## Prayer Room

A quiet room in the Fisher Building has been dedicated as a Prayer Room. Please make the Registration and Information Desk aware if you would like to use it and they will arrange access for you.

## Laundry and Dry Cleaning Services

Johnsons Cleaners UK Ltd  
4 Emmanuel Street  
Cambridge  
CB1 1NE  
**01223 363099**

## Smoking

Please be aware that in the United Kingdom, smoking is not allowed in any enclosed public places, including pubs, bars and restaurants. Please do not smoke in College rooms and take note of all no-smoking signs.

## Departure

Rooms must be vacated by 09.00 on the day of your departure. On departure, please remember to hand your room key into the Registration and Information Desk in the Fisher Building. A charge will be made for lost keys. You will be able to store your luggage in the Fisher Building and you will be provided with luggage tags so your bags can be easily identified.

## Emergency contacts

<b>Doctor</b>	<b>08444 773939</b>
Bridge Street Medical Centre, Cambridge	
<b>Hospital</b>	<b>01223 245151</b>
Addenbrooke's Hospital, Cambridge	
<b>Pharmacist</b>	<b>01223 350213</b>
Boots The Chemist, 28 Petty Cury, Cambridge	
<b>Dentist</b>	<b>01223 319787</b>
Cambridge Dental Centre, Chesterton Road	
<b>Emergency Services</b>	<b>999</b>
Fire, Ambulance, Police	

## Contact Numbers

During the conference, you will be able to contact the Cambridge Conference Team on the following numbers:

## Conference Enquiries

<b>Hugh Buchanan</b>	<b>07990 531055</b>
Conference Director	
<b>Sallie White</b>	<b>07768 386230</b>
Conference Manager	
<b>Clare Hadley</b>	<b>07748 333491</b>
Conference Programme	
<b>Karen McGrath</b>	<b>07765 897107</b>
Head Rapporteur	
<b>Peter Standen</b>	<b>07748 147839</b>
Sponsor Liaison	
<b>Lynne Sims</b>	<b>07767 648962</b>
Assisted Delegates	
<b>Ian Nicolls</b>	<b>07909 686502</b>
Event Team	
<b>Richard Cully</b>	<b>07909 686501</b>
Event Team	
<b>Jonathan Field</b>	<b>07768 588873</b>
Event Team	
<b>Phil Bridges</b>	<b>07990 563147</b>
IT Technical Support	
<b>Rob Murray</b>	<b>07979 762085</b>
IT Technical Support	

## Delegate and College Enquiries:

<b>Julie Wright</b>	<b>07734 663589</b>
Delegate Administration	
<b>College Porter</b>	<b>01223 338600</b>
Emergencies only, evenings and weekends	