



NEW COLLEGE
OXFORD

Check-in

You may check-in at the Porters' Lodge from **2pm** on your day of arrival. The Porters will issue you with a map and keys for your room.

You can check-in twenty-four hours a day. Although, if you are expecting to arrive after 11pm, please call the Porters' Lodge in advance.

Check-out

Please vacate your room and hand in keys to the Porters' Lodge by **10am** on your day of departure. There is the opportunity to store luggage (*see 'Luggage storage'*).

The Porters' Lodge

The Lodge is located by the main gate to the College on Holywell Street, and is adjacent to the New Buildings. It is the first port of call for any questions or problems, and the Porters are available twenty-four hours a day.

Emergency contacts

You can telephone the Lodge on 79555 (internal phones) or +44 (0)1865 279555 (mobiles and external).

Room facilities

All guests are provided with towels in their room, a welcome toiletry pack, and basic tea and coffee making facilities.

Our rooms are used for our students during term-time, and so all feature a desk and a wardrobe. Please note that hairdryers are not provided, and access to a refrigerator is not guaranteed.

Breakfast

For our residential guests, breakfast is served in the Hall between 8am and 9am. A full English and continental breakfast is served, with a selection of juices and hot drinks.

Laundry facilities

Laundry facilities (washing machines, dryers, irons) are available within the College, and can be located in 2 New Buildings and the Sacher Building.

Irons and ironing boards are available free of charge, but the washers and dryers require the use of a pre-paid card. You can buy these at the Porters' Lodge for £7, which will entitle you to two washes and two dries.

Telephones

All rooms are provided with a telephone, which offers free internal calling and can accept calls from outside the College. To make outbound calls, you can buy a 'phone card from the Porters' Lodge or make use of a freephone number.

Internet and wireless

In order to access the College network you need to connect to 'NC-Conference' wi-fi. Your password is 'summer2016'. The Porters will also give you this information when you check-in.

If you are having difficulties connecting to the network, there may be incorrect settings on your computer. Please visit the IT Office (12 Old Buildings), who will be more than happy to assist you. They are open Monday to Friday, from 8am to 4pm.

Email access

If you use an email client that uses an SMTP server, this will not work within the Oxford network. During your stay, you should change your SMTP server to 'smtp.ox.ac.uk', or make use of your organisation or hosting provider's web-based services.

Access to New College Lane

The Gate to New College Lane is open between 11am and 5pm. Outside of these hours, you will have to walk around to the main entrance on Holywell Street.

If you have been provided with delegate badges, please wear these to assist the Porter on duty.

Night access

The main gate on Holywell Street is open between 6am and 11pm. Outside of these hours, you should press the red doorbell button on the keypad outside, so that the Porter can let you in.

Fire procedures

Please take the time to familiarise yourself with the fire procedures, a copy of which is printed on the back of all bedrooms doors and in all seminar and meeting rooms.

In the event of fire, you will hear a continuous alarm, and should leave the building immediately.

Luggage storage

Secure luggage storage is available for delegates staying beyond their room check-out time. Please ask at the Porters' Lodge.

All items are left at your own risk, and it is advised that expensive or important items are kept with you throughout the day.

Vending machines

Hot drinks, chocolate and soft drinks are available from vending machines in the Junior Common Room, which is open to guests twenty-four hours a day.

Safety around the College

Owing to the age of the grounds and building, many surfaces are uneven. Please take extra care when walking around the College. It is always worth wearing a sensible pair of shoes.

In particular, please take care and use the handrail when taking the staircases to the Hall, which can be particularly slippery when wet and are somewhat uneven.

Smoking

Smoking is not permitted within the College's buildings or grounds. Delegates wishing to smoke are advised to make their way to Holywell Street or New College Lane.

Newsagents and supermarkets

The nearest newsagent, "The Tuckshop" is located at the end of Holywell Street (two minutes walk), and is open from 6.30am to 7pm. Outside of these hours, there is another newsagent, "Wendy News" at the end of Broad Street (five minutes walk), which is typically open until midnight.

Sainsbury's Local and Tesco Metro can also be found at the end of Broad Street (five minutes walk), adjacent to Debenhams. Both stores are open from 7am-11pm Monday-Saturday, and 11am-5pm on Sunday.

Cash machines

The nearest cash machines (or ATMs) are to be found on Turl Street, just off Broad Street by Blackwell's Art Shop (five minutes walk). These machines accept all major cards and are not subject to any transaction fees.

Car parking

Parking within the College is extremely limited, and is not available without prior arrangement from your conference organiser. If you have mobility issues, however, we will endeavour to find you an appropriate space within the main site.

If you are expecting to travel by car, it is advised to make use of the Park and Ride facilities: 'Peartree' for those travelling from the North, and 'Thornhill' for those travelling from the South. The connecting journey takes fifteen minutes, which includes a five minute walk from the bus stop to the College.

On-street parking is available close to the College on Mansfield Road and Longwall Street, but is limited to a maximum of two hours at £3. Traffic wardens in the City Centre are extremely strict.

Taxis

Taxis within the City typically run on a metred service. Our recommended taxi firm is City Taxis, who can be contacted on 01865 201201.