

## IMPORTANT DELEGATE INFORMATION

The Conference Centre is part of Homerton College, the largest college in Cambridge University, and comprises 27 meeting rooms and over 500 en-suite bedrooms. The buildings are situated within 25 acres of formal and informal grounds and combine the more traditional features of a Cambridge College with modern accommodation and state-of-the-art conference facilities. Information regarding the history of the College is available on request.

### **Travelling to Homerton**

#### **Arriving by rail**

The nearest station is Cambridge which is a 10 minute walk from the Conference Centre. It is on the main Norwich to London (Liverpool Street and Kings Cross) line with regular trains and a good service.

#### **Arriving by car**

A local map is included with this information document. Cambridge is located close to the M11, A14 and A11 routes so is easily accessible from all areas. Homerton Conference Centre is located on Hills Road close to Cambridge Leisure Park. The Conference Car Park is accessed via Harrison Drive. Continue along the road over 3 speed humps and you will see the Conference Car Park on the left near the bottom of the road. You will have been given a code to access and leave the car park. Please note cars and their contents are left here at your own risk and Homerton accepts no responsibility for damage or theft from vehicles left in the car park.

### **Facilities**

#### **Food and drink**

We pride ourselves on the high standard of our catering. There is a choice of menus for breakfast, lunch and dinner including a vegetarian option.

#### **Breakfast**

Breakfast is served from 7.30am and is included for residents at Homerton (unless you are booked on a room-only basis).

#### **Lunch**

If you are part of a day meeting this is included as part of your package (unless otherwise specified). Lunch is served buffet style and the menu changes seasonally. Times will vary depending on your event's programme.

#### **Dinner**

If you are resident at Homerton you will probably join us for dinner at some point during your stay. Menus are varied and will have been selected on your behalf by your Conference Organiser. Dinner is served as a 3 course meal including coffee and menus change on a regular basis to allow for seasonal availability of produce.

#### **Special Dietary Requirements**

With advanced notice we are happy to cater for your special dietary requests so please let the organiser of your event know in advance.

### **Checking in and out**

Bedrooms will be available from 2pm on arrival and should be vacated by 9am on the day of departure. Please note lost keys will be charged at £30 each.

### **Smoking**

In compliance with current UK legislation, smoking is not permitted within any enclosed area of the Homerton site. Smoking areas are indicated away from buildings, doors and windows.

### **Wi-Fi**

All meeting rooms include free wi-fi access (for which you will be given an access code on request) and there is a PC in the Conference Reception area which can be accessed during your visit. Bedrooms are wi-fi enabled and £5 vouchers are available from the Porters' Lodge.

### **Health and Safety**

A copy of our Health and Safety Policy is available on request but key points to note are:

- There are First-Aid trained staff available 24 hours a day – contact the **Porters' Lodge on 47111 or the Conference Office on 47218 if an emergency arises.**
- In the event of a fire you should evacuate the building by the nearest fire exit and make your way to Fire Assembly Point H which is located on the grass opposite the Reception entrance and report to your Conference Organiser
- The fire alarm is tested on Thursday mornings. Should this occur during your meeting you do not need to act unless you are instructed otherwise.
- There is no smoking allowed in any of the College or Conference Centre buildings or outside within 20 metres of any windows and doors. If you wish to smoke please go into the grounds and dispose of litter in the ash-trays provided around the site.

### **Porters' Lodge**

As a conference delegate your first port of call for any queries will usually be the Porters' Lodge located in the Mary Allan Building in the main reception area. The Lodge is manned 24 hours a day and can be contacted on 47111.

### **Environmental Policy**

We ask that, in order to comply with the College's Environmental Policy, you leave any unused paper in this folder and any used but unwanted paper on the table. This ensures it will be disposed of responsibly and recycled along with other recyclable material.

We want your time at Homerton Conference Centre to be as enjoyable and productive as possible so, if you have any comments or suggestions we would be delighted to hear them.

You can contact the Conference Office on 01223 747218 or email [conferences@homerton.cam.ac.uk](mailto:conferences@homerton.cam.ac.uk)