

INFORMATION FOR CONFERENCE ORGANISERS

Homerton Conference Centre

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.

Making a booking

When you first enquire about availability at Homerton you may wish to make an appointment to view the facilities if you have not been here before. You will speak to an Event Manager who will remain your contact throughout. If you wish to make a provisional booking you may do so by telephone or email. We are happy to hold provisional bookings for up to 14 days at which point we would expect you to confirm or release the booking. On confirmation you will be sent a Booking Form and Terms and Conditions to complete and return along with a deposit for 10% of the booking value to the Conference Office. This will secure your booking. Please note the number of delegates indicated on your booking form will be the MINIMUM for which we charge you. All final details relating to numbers, dietary requirements, room set-ups etc is required 14 days prior to the start of your meeting. Your final invoice will be sent within 14 of the end of the event.

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. We will accommodate your catering requirements in line with your programme.

Dinner

No residential conference at Homerton is complete without dining in the Great Hall or one of the smaller dining rooms. Dinner is served as a 3 course meal including coffee and menus change on a regular basis to allow for seasonal availability of produce. It is included within your 24 hour delegate rate or can be booked separately if required.

Special Dietary Requirements

With advanced notice we are happy to cater for your special dietary requests so please let your Event Manager within the Conference Office know up to 14 days in advance.

Meeting Rooms

Your meeting room will have been set up as specified prior to your arrival. Should you need to make and changes or require additional equipment please contact the Conference Office on 01223 747218 or 47218 from an internal telephone.

All meeting rooms are equipped with the following as standard: Screen and LCD projector, flipchart, whiteboard and pens, stationery box and OHP.

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 and added to your final invoice. You will be notified in advance.

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 arrival) 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

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. If you need to contact your Event Manager you can ring the Conference Office on 01223 747218 or 47218 from an internal telephone.

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