

A PLACE TO THINK...



Egrove Park is Saïd Business School's executive education centre situated in 37 acres of parkland two miles from Oxford City Centre. As a specialist executive centre, we understand the needs and priorities of executives. Our purpose-built centre offers a first-class venue for business meetings of all kinds, whether you need a secluded setting in which the board can discuss strategy, or conference facilities to suit the larger management team.

Egrove Park is located just off Oxford's southern bypass and is easily accessible by road and rail, with ample, free, secure parking.



CONFERENCE FACILITIES

Egrove Park offers a wide range of rooms, from the Clifford Barclay Lecture Theatre to small syndicate rooms suitable for break-out sessions, to self-contained suites ideal for board-level meetings.



Conference rooms range from the Clifford Barclay Lecture Theatre (64/112) to a variety of seminar and conference rooms suitable for groups of 18 to 90.



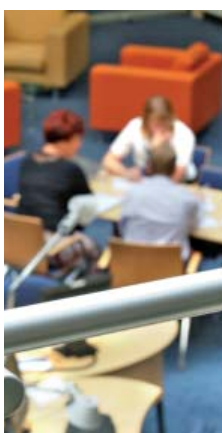
The East Wing is specially designed to provide a self-contained environment for senior decision-making groups, the East Wing includes three syndicate rooms, 15 en-suite bedrooms, a lounge and bar.



Sixteen Syndicate rooms, most of which seat from six to ten people, are available near the main conference rooms. These can be used as break-out rooms, or as self-contained accommodation.

CAPACITY AND LAYOUTS

Egrove Park's main rooms can cater for a wide variety of numbers:



	Size (metres)	Theatre Layout	Square Layout	Horseshoe Layout	Café Style
Clifford Barclay Lecture Theatre	15 x 14	64/112			
South West Room	9 x 12	90	24	40	40
New Chester Room	9 x 12	90	24	40	40
North West Room	6 x 10	24	20	14	-
East Lecture Room	8 x 8	40	24	20	18
Central Lecture Room	8 x 8	46	20	18	16
Templeton	10 x 8	-	16	12	25

Standard equipment in main teaching rooms:
Data projector, PC, OHP, flipchart, VCR, DVD, whiteboards
Wi-fi is available throughout the building.

SUPPORT SERVICES

The Saïd Business School prides itself on its standards of service and attention to detail.

AV/IT SUPPORT

A range of additional AV/IT facilities and technical support can be booked, using Microsoft certified technicians from our in-house IT Department.

CONFERENCE OFFICES

A room equipped with telephone, stationery and PC can be provided on request.

SECRETARIAL SERVICES

Secretarial and administrative support can be booked in advance.

TELEPHONE, FAX AND PHOTOCOPYING

Our switchboard is open from 0830 to 1930, Monday to Friday. Security staff take incoming calls outside these hours. Fax facilities are available on request. A full photocopying service is available from the Reprographics Office during office hours and there is a self-service print room off the atrium.

VIDEOCONFERENCING

Arranged on request, subject to availability.

SEE 'PRICES, TERMS AND CONDITIONS' FORM FOR CHARGES.



INFORMATION CENTRE

The information centre can be found in the atrium, and is available 24 hours a day. Resources include books, periodicals and access to databases for business research, in addition to networked computers and secured access to the internet.

CUISINE



Darren Lomas
Head Chef

Darren Lomas and his multi award winning team believe that excellent food and drink are vital to the success of any business meeting or conference. Quality, variety and choice are the essentials of our cuisine.

The extensive range of menus reflects an eclectic style of cooking designed to compliment the international nature of our clientele.

SAMPLE MENU INDEX

Lunch

Dinner Starters

Dinner Main Courses

Dinner Desserts

Canapés

BREAKFAST

Egrove Park offers a comprehensive English breakfast menu, in addition to a buffet of pastries, breads, cereals, fruits, nuts and juices. Breakfast is usually served in the café-style Nautilus Room.

STANDARD LUNCH

Our dining room lunch changes daily. Delegates can choose from our extensive buffet including a hot selection and a variety of cold meats, fish dishes, vegetarian options, fresh seasonal salads accompanied by jacket potatoes, dressings and sauces. In addition, there are fresh homemade soups with crusty breads, a comprehensive selection of Artisan, English and continental cheeses and platters of seasonal and cut fruits. Alternatively, for working lunches in meeting rooms or associate lounges we can offer the choice of a lighter buffet or sandwich lunch.

DINNER

Typically dinner is a three-course meal served with wine. After dinner, groups can choose to withdraw, Oxford style, to a private lounge for a selection of port, brandy and malt whisky served with cheeses, exotic fruits and sweetmeats.

BARS AND LOUNGES

Egrove Park main bar is situated in the Common Room. It is staffed before dinner, and operates on trust after dinner. Drinks can be charged to individual accounts or to a main group account. Drinks before or after dinner can be arranged at the main bar or in one of the private lounges. A selection of coffees, teas and other beverages with snacks and biscuits are freely available at all times.



SAMPLE MENUS: LUNCH

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LOUNGE LUNCH

A lighter buffet style lunch option with cold platters of a Mediterranean flavour.

Typically this would include

A Selection of Cured Meats and Fish

Mixed Leaves with a Tarragon Dressing

Artichoke and Sun Blushed Tomato Salad

Olives and Pickles

A Platter of Hard and Soft Chesses

Seeded Bread Rolls

Fresh Fruits

SANDWICH LUNCH

A selection of malted wheat and white bread sandwiches to include fillings from the following selection. These fillings may be subject to seasons and availability. Served with a mixed leaf salad, crisps and fresh fruits.

Brie, Pear and a Spiced Mango Pickle

Slices of Honey Roast Ham with Coarse Grain Mustard and Water Cress.

Slices of Chicken Breast with a Light Lemon Mayonnaise and Mixed Leaves

Avocado and Plum Tomato with Cream Cheese and Cracked Black Pepper.

Royal Greenland Prawns in Tomato, Horseradish and Brandy Mayonnaise.

Roast Beef and Tomato.

Poached Salmon with Mixed Leaves Sliced Cucumber and Mayonnaise.

Tuna and Sweetcorn with Cress

Marksbury Cheddar and Diced Onion

Crushed Chickpea and Black Olives

SAMPLE MENUS: DINNER STARTERS

Smoked Salmon and Horseradish Tower with a Chive and Plum Tomato Vinaigrette

Grilled Red Mullet with a Coriander and Lime Salad

Lancashire Cheese Salad with Chilli Beetroot

Copa and Celeriac Salad on Toasted Sunflower Bread with Red Wine Jelly

Twice baked Cheese Soufflé with Rocket Salad and a Hazelnut Dressing (v)

Grilled Grey Mullet Fillet on a Bed of Herbed Pilau Rice and a Chive Nage

Spicy Red Pepper Soup with Crème Fraiche (v)

Roast Plantain Soup with a Pickled Ginger Cream (v)

Smoked Haddock with a Mustard and Mozzarella Crust on plum tomatoes with a Basil and Balsamic Dressing

Roast Red Onion and Aubergine Tart with Grilled Goat Cheese (v)

Wild Mushroom and Mascarpone Risotto (v)



Jamaican Jerk Chicken Salad with Cashew Nut Dressing

Pan Fried Scallops with Carrots and Pea Shoots

Pea and Leek Tarts with Glazed Asparagus and Herbed Salad (v)

Smoked Venison on a Horseradish and Celeriac Cream with Roast Pepper and Endive Salad



(v) Vegetarian option

SAMPLE MENUS: DINNER MAIN COURSES

Seared Fillet of Charolais Beef with Gratin of Wild Mushroom and Red Wine Jus

Roast Sea Bass with Crispy Fettucine and a Fine Bean, Tomato and Vermouth Cream

Seared Cornfed Chicken Supreme with Goat Cheese on a Slow Roast Tomato, Rocket and Pasta Salad with Hot Basil Butter

Roast Saddle of Lamb stuffed with Apricots and Cumin Seeds with a Carrot and Caramel Sauce

Pan Fried Guinea Fowl with Creamed Garlic Butter Beans and Madeira Jus

Slices of Roast Duck Breast served on a Celeriac Mash with a Shitaki and Cognac Cream

Roast Halibut with Walnut Mustard and Tomato Sauce

Beef Wellington

Moroccan Spiced Salmon Fillets with a Red Onion Compote, Mint Yoghurt and a Lemon and Coriander CousCous

Pork Fillet cooked in Thai Spices and Coconut



VEGETARIAN OPTION

Butternut Squash and Polenta Verde Stacks layered with Roast Cashew and Carrot Pate

Spinach and Roast Red Pepper Roulade with a Warm Spinach and Mixed Seed Salad

Open Mediterranean Tart with Balsamic Vegetables

Asparagus and Soya Bean Risotto with Fresh Parmesan and Crunchy Rocket Salad

Individual Artichoke and Mushroom Tart

Stuffed Courgette with Parsley Sauce

Sweet Potato, Butternut Squash and Brazil Nut Strudel

Mushroom and Chestnut Bourguignon served in a Crispy Filo Basket

Tomato, Cheese and Oat Flan

Mexican Bean Pancake with Hot Salsa and Avocado Dip



SAMPLE MENUS: DINNER DESSERTS

Roast Fig tart with Lavender Sorbet and Strawberry Sauce

Panna Cotta with Port Marinated Plums

Lemon Tart with a Citrus Sauce

Vanilla Pancakes filled with a Lemon Mousse and a Black Cherry and Brandy Sauce

Chocolate and Whiskey Cake with Cheese Cake Cream and Pear Compote

Toasted Brioche with Summer Fruits and a White Chocolate Sauce

Roast Peach Tower with a Crème Brulee Filling

Pistachio Cream set in an Almond Sponge with a Bitter Chocolate Sauce

Chocolate Fondant with Clotted Cream Ice Cream

Citrus Jelly with a Set Vanilla Cream Topping

Summer Fruit Pudding with Crème Fraiche



SAMPLE MENUS: CANAPÉS

Roast Cumin scented Lamb Fillets with Mint Yoghurt

Smoked Salmon and Cucumber Ribbons on a Horseradish Mayonnaise

Roast Red Pepper and Asparagus on Cream Cheese (v)

Aubergine and Goat Cheese Tartlet (v)

Confit of Duck and Spring Onion bound with a Plum Sauce on a Pastry Disc

Parma Ham and Parmesan on a Crisp Bread and a Mustard Celeriac

Seared Beef Fillet rolled in Pesto and Parma Ham

Chicken Fillet with Lemon and Coriander

Welsh Rarebit and Cherry Tomato on Crisp Potato (v)

Mixed Mini Quiches

Little Gem Leaves filled with Tuna Nicoise

New Potatoes stuffed with Gruyere and Pancetta

Cumin Scented Salmon on Curried Pye Lentils

Lemon Chicken, Avocado and Endive Salad

Plaice Goujons and Seasoned French Fries

Coconut coated Fried King Prawns with a Chilli Jam



(v) Vegetarian option

ACCOMMODATION

Egrove Park has 63 study bedrooms – 36 split-level – with generous desk and seating provision. All rooms have en-suite facilities and are equipped with a telephone, networked internet access (Broadband and Dial-up), television and other essentials to make your stay as comfortable as possible.



A laundry and dry cleaning service is available, a price list can be found in each bedroom. There is also a room with washing machine, dryer, iron and ironing board which may be used free of charge. A trouser-press is situated outside the laundry room.

Soap and shampoo are provided in each bedroom. Other toiletries – toothpaste, razors and basic medicines – can be purchased at Reception.

Metered telephone calls can be made at any time from the bedrooms. Outside callers can ring direct to rooms by calling +44 (0)1865 42, plus the appropriate extension number.

A wide range of newspapers are available in the Common Room and Information Centre. Guests can also order their own copies from Reception.



FACILITIES FOR DISABLED PEOPLE

Two bedrooms are available with specially adapted en suite facilities. Egrove Park has toilets which allow wheelchair access. There is ramp access to the Lecture Theatre and the Nautilus Room and most of the building is accessible by means of lifts. We do as much as we can to help anyone who has difficulty in getting around.

Hearing Loops

There is an induction loop fitted in the Clifford Barclay Lecture Theatre, through which all audio sources are passed as well as a fitted loop at Reception. In addition, a 'Conversor' portable discreet unit for hard of hearing participants is available from IT.

LEISURE

Egrove Park has an all-weather surface suitable for tennis, football, etc, two squash courts, a gym equipped with multi-gym, treadmill, rowing machines and a variety of resistance-type exercise equipment and a sauna. There is a snooker room in the main building, and outside a croquet lawn. A limited supply of equipment is available, including squash and tennis racquets and bicycles. The 37-acre grounds are ideal for walking and jogging and there are jogging trails which lead into nearby Bagley Woods; maps are available from Reception.



PRICES

ACCOMMODATION AND MEALS (PER PERSON)

Full board	£181.00	Breakfast	£10.50
Day rate The day rate includes the conference room, coffee on arrival and at mid-morning, lunch and afternoon tea.	£58.50	Lunch	
		Standard lunch	£17.50
		Lounge lunch	£14.00
		Sandwich lunch	£10.00
Half day rate The half day rate includes conference room, tea and coffee twice.	£34.00	Three-Course Dinner (including wine)	£45.00
		Additional items	
		Bacon rolls	£4.50
		Pastries	£3.00
		Afternoon cakes	£3.00
		A selection of canapés	4 per person £6.00 6 per person £9.00
Syndicate room (day rate)			
Small (6–12 people)	£65.00		
Large (12+ people)	£100.00		
Standard ensuite accommodation (47 rooms)	£80.00		
Shared rate for double room (16 rooms)	£100.00		

Water and mints are supplied in all meetings rooms

PRICES

EXTRAS

Video Conferencing

Video conference £100 per hour plus
cost of out-going calls

Video editing service £50 per hour

Media duplication service
(CD/DVD etc) call for pricing

Audio tapes £2.00

VHS video tapes £3.00

Mini DV tapes £5.00

Group Photograph £50 plus £1.50 per print

AV/IT

VHS camcorder – including tripod £65.00

Additional OHP – 250W £25.00

Additional projection screen £15.00

PA amplifier, speakers £80.00

Radio microphone £35.00

Double cassette recorder and microphone £40.00

Additional 35mm slide projector £30.00

Additional video/data projector (XGA) £250.00

Additional laptop £60.00

Portable CD/tape player £25.00

Digital still camera £25.00

Digital camcorder £85.00

Other

Photocopies A4 single-sided £0.08

A4 double-sided £0.07

A3 single-sided £0.11

A3 double-sided £0.09

Fax UK £0.75

Fax Europe £1.25

Fax rest of world £2.00

Transparencies £0.26

SUPPORT SERVICES

Technical

Technician per hour 0800–1800 £35.00

Technician per hour evenings/weekends
(plus travel/meals) £50.00

Administrative

Category 1

Standard day or residential booking; included in published rates
name badges and plaques

Category 2

Limited assistance with the co-ordination of administrative arrangements prior to arrival; 10% surcharge

assistance with registration on arrival;
name badges and plaques

Category 3

Assistance with the co-ordination of administrative arrangements 20% surcharge

including transport arrangements and with co-ordination of arrangements during the event;
name badges and plaques

Category 4 (collaborative events)

Administration of the event 33% surcharge

including assistance and liaison with speakers and participants before and during the event;
use of College folders and materials;
name badges and plaques

Surcharge rates per person per day

Secretarial

Secretarial support per hour 0800–1800 £35.00

Secretarial support per hour evenings/weekends
(plus travel/meals) £50.00

TERMS AND CONDITIONS

Bookings are provisional until the booking form has been signed, dated and returned to Saïd Business School.

The invoice will be based on the contracted numbers but reasonable amendment can be made up to two weeks before the commencement of the conference. We reserve the right to invoice in full for non-arrivals or cancellations made less than five working days prior to arrival. All conference charges, including sundries, are charged to the client organisation's account. If individual billing is required, a 5% surcharge per person will be charged to the client organisation's account for all delegates.

A 25% deposit (based on the contracted numbers) will be required for residential bookings payable on confirmation of the booking. The balance will be invoiced after the event and is payable within 30 days of the invoice date. All fees are subject to VAT currently at 17.5%. Payment can be made by cheque drawn on a British bank or direct to our bank. Full banking details are published on all invoices.

Cancellation more than four weeks in advance of the date booked will incur a charge of 50% of the total invoice (based on the contracted numbers). Cancellation four weeks or less in advance of the date booked will incur a charge of 80% of the total invoice (based on contracted numbers). Cancellation of a day meeting less than 24 hours in advance will incur a full charge (based on contracted numbers).

FURTHER INFORMATION

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Conference Manager – Egrove Park
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United Kingdom

Tel +44 (0)1865 422757
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Email conference.egrove@sbs.ox.ac.uk

LOCATION AND TRAVEL



BY CAR

From London

- Follow the signs for M40 West/Oxford
- Remain on the M40 until Junction 8
- Keep left (signposted Oxford A40) on the M40 slip road on to the A40
- Keep on the A40 until the Headington roundabout
- Turn left (signposted Ring Road, The South)
- Follow the Ring Road through three roundabouts (following signs for Newbury A34) – see map.



From North (via M40)

- Leave M40 at Junction 9 (signposted Oxford A34)
- Follow the A34 southbound until the Hinksey Hill Interchange – see map.

From South/West (via M4/A34)

- Follow the A34 northbound until the Hinksey Hill Interchange – see map.

BY TRAIN

- There is a direct main line services between Oxford, London and Birmingham. From Heathrow airport there is a fast train link to London Paddington which connects directly with services to Oxford. Taxis are available at Oxford Station.



BY COACH

From London (Heathrow or Gatwick)

- There is a regular coach service (X70) from both airports to Oxford City Centre. Taxis are available at the Gloucester Green Bus Station. Further details can be found at www.oxfordbus.co.uk/airline1.html



BY TAXI

- If you wish to book a taxi in advance, we recommend Wallen Car Hire, an Oxford based company, on +44 (01865) 716000 (mobile 07831 542828). Their approximate charge from Heathrow and Gatwick is £70 and £125 respectively.