



Egrove Park Venue

Welcome to our conference facilities. To make sure your time with us runs smoothly, please take a look at the following information to guide you through your day.

Venue information

Our conference team will be on site to meet and greet you upon arrival.

If you have any queries during your conference or event please visit the main reception desk: (located by the main entrance of the building) 01865 422500.

Business Services (printing, photocopying and faxing) please visit the reception desk.

Please follow the directional signage for your event.

Toilets: Your Conference Coordinator will advise.

Catering

Your event/conference may include catering. Your event co-ordinator will supply you with a timetable of break and lunch times. Please also advise of any changes to your timings and we will endeavour to accommodate your requests.

For any urgent / last minute changes on the day of your event please call the Conference Office on 01865 288846 in the first instance or email (FAO your event coordinator in the subject line) to: conference@sbs.ox.ac.uk (office hours 9am-5pm).

Wifi

Visitors to Saïd Business School will be able to access The Cloud.

Please select: The Cloud

Password: Your password information*

* If you do not have an account you can create one. You will be asked for an email address and password. The Cloud is a public wifi network; if you have any issues connecting please contact the service provider directly on 0333 202 0931.

How to book a taxi

For local journeys we recommend ABC Radio Taxis on +44 (0)1865 242424

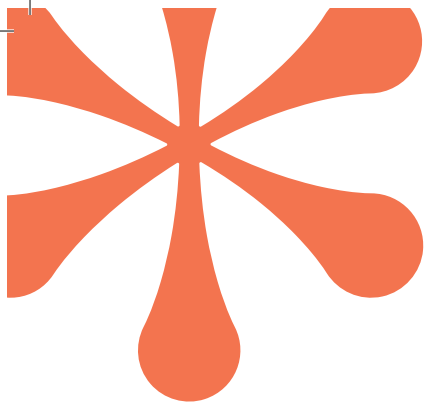
For any other type of journey please contact the reception team.

Fire procedures

In the event of a Fire a continuous siren will sound. The alarm is tested at 10.00am every Friday – if you hear it at any time other than this, please evacuate the building. There are many exits from the building; all marked with green pictogram signs. Please familiarise yourselves with these.

The Fire Assembly Point is on the grass opposite the entry/exit barrier at the bottom of the drive. Please remain there until you are told that it is safe to re-enter.





Health and safety

Security in a building of this size has to be carefully managed. Please help us to keep the Business School safe and secure. Please do not leave your belongings or valuables unattended at any time. There are coat rails provided, but coats left on these are done so at your own risk. Any queries please contact the Business School reception.

First Aid can be found at the Front Reception Desk. There are trained first-aiders on-site during office hours. If the injury is serious please call 999 from a mobile or venue phone for an ambulance before contacting Reception.

Eating and drinking: please could you kindly refrain from eating and drinking in the lecture theatres.

Non-smoking policies

All university buildings are non-smoking. If you wish to smoke, please use the designated area on the patio.

Conference@OxfordSaid: We offer a variety of events across two sites including:

- Training and networking events
- Team building sessions
- Outdoor functions (BBQ)
- Christmas functions
- Accommodation (Egrove Park only)

If you would like further information on any of the other services we offer please contact the conference office:

Conference Office
01865 288846

conference@sbs.ox.ac.uk

