



Park End Street venue: East Wing

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 reception desk or call: 01865 288800.

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.

Please note you as the event organiser will need to collect delegates from reception upon their arrival.

Catering

Your event/conference may include catering and your event co-ordinator will supply you with a timetable of break and lunch times that you have booked.

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) conference@sbs.ox.ac.uk. Office hours 9am-5pm.

If you require additional food and beverages these can be purchased from the common room, located at the rear of the East Wing Building (under the amphitheatre). Due to the capacity of the common room this is only intended for small groups of delegates.

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.

Fire procedures

East Wing Building

In the event of a Fire a continuous siren will sound. The alarm is tested at 8:00am in the main building every Monday - if you hear it at any time other than this, you must evacuate the building. There are many exits from the building; all marked with green pictogram signs.

Please familiarize yourselves with these. The Fire Assembly Point is on the pedestrian area to the front of the building, beyond the raised concourse area. Please remain there until you are told that it is safe to re-enter.



In the event of a security incident a pulse evacuation alarm will sound. The alarm is tested at 8:00am in the main building every Monday - if you hear it at any time other than this, you must evacuate the building by the closest safest external exit. If you cannot leave the building, find a place to hide, lock yourself in and silence mobile devices. Please do not congregate outside the building and do not return until told it is safe to do so by the civil authorities.

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.

First Aid can be found at both Reception Desks. 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.

Access Cards: for security reasons please **return all access cards/keys** to reception prior to leaving your meeting, conference or event. A fee of £20 per card will be added to your invoice for non-return of cards.

Smoking Policy

Smoking (including E-Cigarettes) is not permitted anywhere within the building. If you wish to smoke, please use the area underneath the pagoda, which is accessed via the common room, or in the public area away from the front area of the building. Please use the ashtrays provided and not the floor.

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

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

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

