



UNIVERSITY OF
OXFORD

Saïd
Business
School



Conference@OxfordSaïd

Award winning venues suited to any event

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Award-Winning conference and events facilities at Saïd Business School:

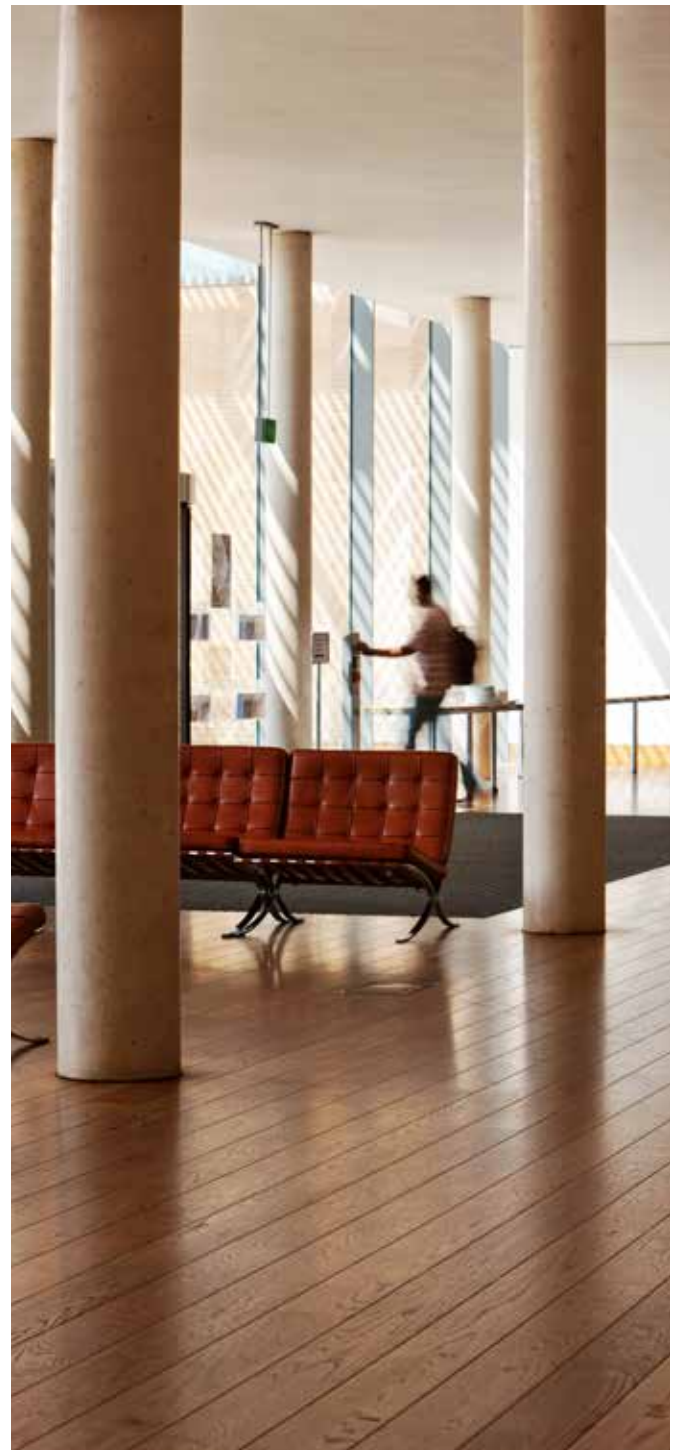
With a vast amount of experience in conferencing and events, when you book with Saïd Business School, you will be in safe hands.

We are one of the UK's leading conference, meeting and events providers with dedicated lecture theatres, classrooms and seminar rooms to suit a wide range of requirements. Our facilities encompass two unique and diverse venues, from an Oxford City Centre location to a venue two miles outside of Oxford in a rural, parkland setting.

Day delegate and 24-hour residential rates are available, and individual packages can be tailored to your requirements.

Our professional and highly motivated team is here to help you arrange the perfect event from a variety of residential and non-residential options for up to 317 delegates. There is potential for up to 1000 delegates using a combination of spaces throughout the School. The team is committed to ensuring the success of your event and will offer advice and support from initial enquiry through to planning, delivery and post-event evaluation.

Our aim is to work in partnership with every client to offer a truly personalised service from intimate training and networking events, to hosting large scale exhibitions and conferences.



Oxford

The ideal location

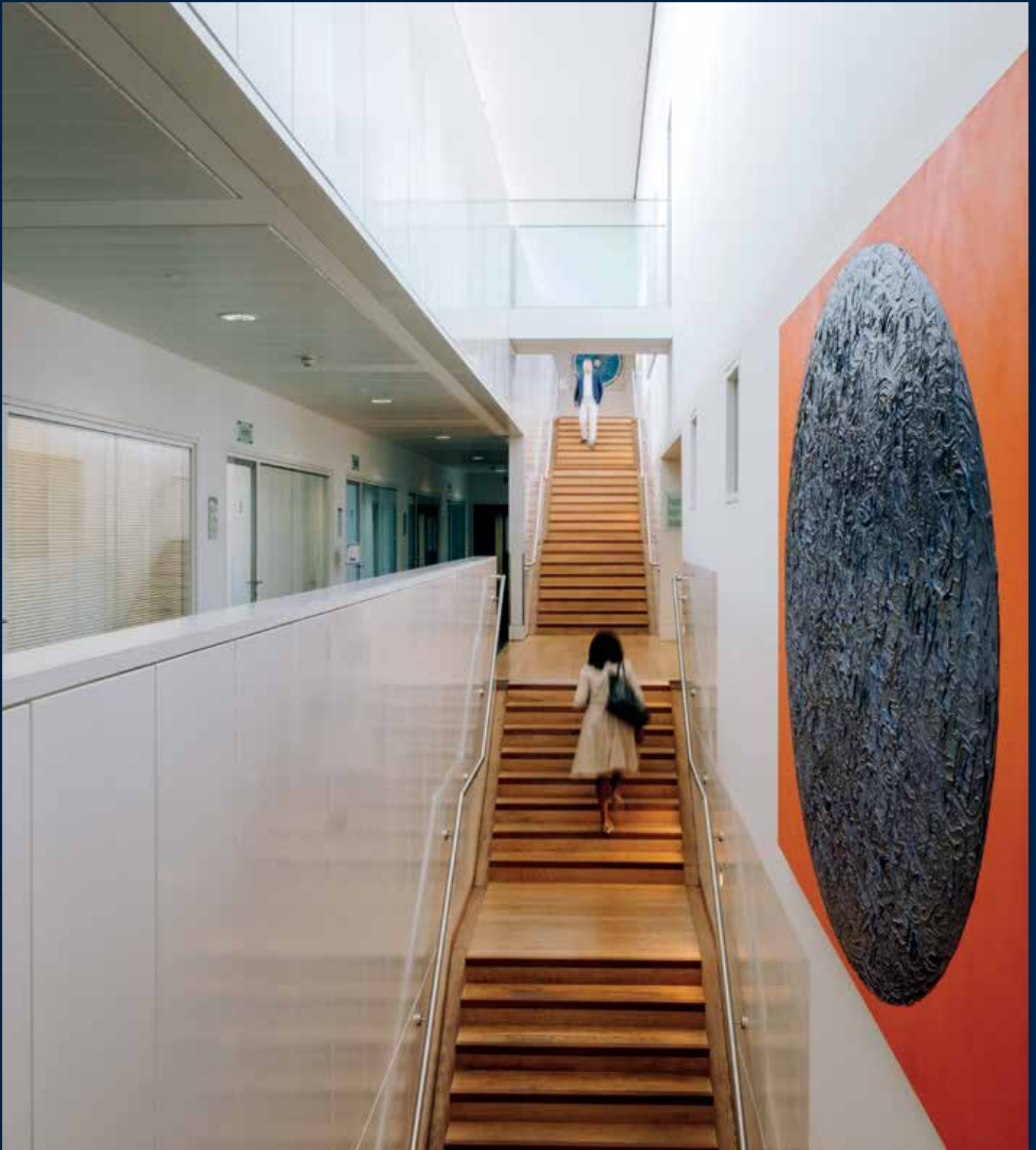
Oxford has a reputation the world over for its University and is a colourful, cosmopolitan and bustling city, offering the ideal destination for an event. Your guests will appreciate the unique attractions available for them to enjoy in one of the most famous cities in the world.

Oxford is centrally located, close to the motorway network and with easy access to several international airports, with regular connections by bus or train to London and other parts of the country.



Park End Street

Stylish facilities in the heart of the city of Oxford



Thatcher Business Education Centre

The impressive Thatcher Business Education Centre (TBEC) opened in 2012 and offers a wide variety of conference, meeting and exhibition facilities, finished and furnished to the highest of standards and with award winning architecture.

Highlights include three oak-panelled Harvard-style lecture theatres each seating up to 76 delegates, four large flexible classrooms, and 20 boardroom style seminar rooms. All rooms include state of the art audio visual equipment as standard, allowing the full range of devices/media to be displayed.

Environmental Philosophy

TBEC has great environmental credentials with geothermal energy used for heating and cooling, rainwater harvesting used to flush toilets, and solar energy contributing to water heating. In addition, a green roof covers 50% of the roof area, which aids biodiversity. Pads and pens that form our DDR package are made from recyclable materials.

We are a member of the Green Impact Scheme run by the University of Oxford and National Union of Students, which involves staff, students and faculty in collaboratively improving sustainability performance. In 2018 we were awarded a Gold Green Impact Award.



Entrance hall

The impressive entrance hall can be used for customer service support as well as for registration purposes. From there delegates can await their conference/ event networking in the beautiful Club Room.



Award winning dining

Gala dinner or buffet dining is available in three second-floor private dining rooms with panoramic views over Oxford's dreaming spires (see menu and drink options online).

Alternatively a working lunch option is available for classrooms and seminar rooms.

Christmas parties are also available.



The Club Room

At the heart of TBEC, the Club Room, with a bar, lounge space, terrace and views across private gardens, is the perfect space for refreshments, drinks receptions and networking. The Club Room offers a wow factor to any event, with exotic rugs and leather Chesterfields adding a classic touch to the design.

The Club Room is also the perfect setting for pre-dinner and post-dinner entertainment and drinks for Christmas parties.



Classrooms

Our flexible classrooms offer the perfect environment for conferences, meetings, exhibitions and training events. They are all located within close proximity to the Club Room, and can be arranged to suit your specific requirements.

Classroom 1

Has a unique and eye-catching skylight, with adjoining access to the Club Room, ensures easy access for refreshment breaks or networking events. This room can seat up to 84 delegates theatre style.



Classrooms

(continued)



Classroom 2

Can seat up to 135 delegates theatre style, and offers stunning views over the beautiful gardens via floor to ceiling windows.



Clare Lecture Room

Clare Lecture Room can seat up to 84 delegates theatre style, again making full use of light with the floor to ceiling windows.

CreditEase Classroom

A versatile space that can hold up to 42 delegates theatre style; 24 delegates boardroom; 18 delegates cabaret and 16 delegates in classroom style.



Lecture theatres

Harvard-style lecture theatres

The three Harvard-style lecture theatres offer fantastic acoustics with fixed seating and individual desks for 76 delegates in a horseshoe shape. They are equipped with built-in translation booth services as well as individual power and data points on each desk for electronic devices. All lecture theatres have a comprehensive range of IT/AV facilities.



Seminar rooms

There are three floors of seminar rooms, with capacity for up to 14 delegates. The seminar rooms are of an executive standard, perfect for boardroom meetings, or alternatively they are ideal as breakout rooms supporting the classrooms and lecture theatres. The top floor seminar rooms have access to a balcony offering fantastic countryside views.



East Wing facilities

The East Wing offers a high quality venue, with the pretty courtyard and beautiful gardens bringing an air of calm and tranquillity to a wide variety of facilities.

The grounds are suited to seasonal networking events such as BBQs and wine tasting, and can incorporate activities such as team building exercises. Marquees can be erected in the courtyard area. Whether you are simply looking for a meeting room or wish to arrange a large event for up to 1,000 delegates, we'll make sure everything is perfect. The East Wing includes a 317 seat auditorium, four Harvard-style lecture theatres, two large classrooms and a wide selection of seminar rooms, whilst the 400 seat outdoor Amphitheatre offers a truly stunning and unique option for an event.

The large and medium seminar rooms all contain a desktop computer for use during your event.



Entrance hall/exhibition space

Our large entrance hall can be used for many purposes such as registration, catering, networking events, drinks reception and exhibitions. The space will accommodate up to ten exhibitors (1.5 metres per stand).



Nelson Mandela Lecture Theatre

Opened by Nelson Mandela in 2002, this impressive auditorium seats 317 delegates in tiered rows with fixed seating and desks facing a raised stage. It is fully air conditioned and offers a comprehensive range of audio visual equipment.

Harvard-style lecture theatres

We also have two 124 capacity and two 84 capacity lecture theatres, which are fully air conditioned with excellent acoustics. They have fixed seating and desks in a horseshoe shape.



Nelson Mandela Lecture Theatre

The Oxford HIVE

UK's First Virtual Meeting Space

Named the Oxford Hub for International Virtual Education (HIVE), the space employs cutting-edge technology and is centered around a high-definition video wall.

This virtual classroom enables class leaders to engage with up to 84 people at one time in the same way they do in physical lecture rooms, with participant raising hands and asking questions. The participants' video feeds displayed on the wall allow the speaker to calibrate their delivery to the attentiveness and levels of engagement based on the visual cues from their audience.

The HIVE's robotics, facial recognition and real-time video communication tools create an immersive learning and teaching experience:

- First for the UK and only second installation of its type in the world
- Can be used for educational purposes and general business meetings / global conferences
- 27 x 55" high definition screens in U shape seminar room
- Latest camera technology that can track a presenter around the room and transmit high resolution video

- Presenter can address participants individually or split them into break out groups
- Presenter can run real time polls and surveys

Benefits

- The facility has made savings in carbon emissions through reduced delegate air travel
- Savings in travel time and costs
- Will revolutionise global sales meetings, calls, business development, training and client engagement
- Ideal for Dragon's Den style pitches
- Catering can be provided



Classrooms and seminar rooms

We have a variety of seminar rooms, which can seat a range of delegates from 8 people up to 22 people respectively. The flat-spaced classrooms have no fixed furniture which means they can be arranged to suit your specific requirements. These rooms can also be used as large dining spaces for cold buffet selection and/or drinks receptions.



Egrove Park

A first-class residential business meeting venue in a parkland setting



Egrove Park facilities

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 residential conference facilities to suit the larger events.

There are a wide variety of rooms, from the Clifford Barclay Lecture Theatre seating up to 110 delegates to a selection of flexible classrooms and sixteen syndicate rooms most of which seat 6 to 10 delegates. The bar is the perfect place to meet up with fellow delegates, whilst the dining room offers

catering for a variety of functions including breakfast, buffet lunch and dinner or private dining. The beautiful grounds are perfect for outdoor activities, including barbecues and receptions, whilst delegates are able to unwind using leisure facilities including an all-weather surface for tennis and football, gymnasium and croquet lawn. The extensive grounds are also the perfect setting for a relaxing walk or invigorating jog.

The Information Centre is situated at the heart of Egrove Park. Its resources – including books, internet access, printers, newspapers, periodicals, company information and market research – are available to conference delegates.



Clifford Barclay Lecture Theatre

The lecture theatre has seating for up to 110 delegates with a comprehensive range of technical and audio-visual facilities.



Classrooms

The venue is split into three wings: West Wing, Central Wing and East Wing. Egrove Park is a very compact venue with all areas easily accessible and open to all delegates.

Rooms range from large classrooms through to small seminar rooms, suitable for groups from 18 to 90 people.

North West Classroom

Can seat up to 24 delegates theatre style. The oak panelling and large windows enhance the natural light and creates a sense of space.



Classrooms

(continued)

New Chester classroom

Can seat up to 90 delegates theatre style. The large windows showcase the rural parkland grounds, adding a sense of tranquillity to your day.



South West classroom

Can seat up to 90 delegates theatre style. This room can be set up in various styles to suit your specific requirements.



Central Wing

The Templeton Lecture Room is suited to small groups of up to 25 delegates. There are also four seminar rooms in this area which are perfect for break-out or meeting rooms.



The Foundry Room

A unique and flexible room which offers delegates a creative space to think and fuel ideas. The room comes with arts and crafts which can help facilitate imagination. The seminar room with sofas, bar stools and tables creates a relaxing and engaging environment.



East Wing facilities

The East Wing is specially designed to provide a self-contained and dedicated environment for groups, offering three meeting rooms, 15 en-suite bedrooms and a lounge, which can host drinks receptions.

There are 3 syndicate rooms, most of which seat from six to ten people and are available near the main conference rooms. These can be used as break-out rooms, or as self-contained meeting rooms.



Accommodation

(For Egrove Park and Park End Street Venues)

There are 63 en-suite bedrooms of which 17 are double bedrooms, offering exceptional value and comfort, including television, toiletries and complimentary internet access.

The accommodation is available to events both at Park End Street and Egrove Park locations.

Delegates attending the Park End Street venue can stay at Egrove Park due to the close proximity of the two locations (short bus ride or taxi ride between venues).



Our services

Technical and Audio Visual Facilities

Saïd Business School has a dedicated and highly professional audio visual production team, fluent with the state of the art in-house presentation systems.

All lecture theatres feature user friendly touch panel controls allowing dual projection of media along with radio microphones and interactive podiums.

By prior arrangement, our production team will video-record your meeting digitally or stream your conference directly to the web.

Event facilities include:

- **Initial AV set up and on-call AV support** (a designated AV technician can be assigned for the duration of your event at an additional cost, with prior agreement with the Conference team).
- **Flipchart in break-out rooms and classrooms**
- **Wifi access**

Wi-Fi Connectivity During Your Conference:

Complimentary Wi-Fi for duration of the conference/event.



Our facilities

Award winning catering and service

Catering

Quality, variety and choice are the essentials of our cuisine, complemented by a professional and friendly service.

Our multi-award winning catering team believes that excellent food and drink are vital to the success of any event.

From a comprehensive breakfast to a sophisticated evening banquet with entertainment, our talented team is on hand to tailor a menu to suit your individual requirements. We have a selection of menus available, so you are sure to find an option to suit everyone.

Menu options:

- Hot and cold breakfast with juices and tea/coffee
- Hot or cold buffet lunch
- Sandwich lunch (working lunch)
- Three-course evening dinner including wine, coffee and petit fours
- Vegan packages
- "Free From" ranges available

Alternatively we are also happy to discuss your bespoke requirements.

Both Egrove Park and Park End Street offer excellent bar facilities, set within elegant surroundings and offering attentive service for a drinks reception.

As part of the Day Delegate Package, delegates can expect 2/3 servings of tea/coffee/biscuits throughout the day as standard during refreshment breaks.

Special dietary requirements are easily accommodated with prior notice.



How to find us

1 Park End Street

Our Park End Street venue is located in Oxford city centre and therefore we strongly recommend using public transport. The easiest way to visit the School is by train as we are located directly adjacent to Oxford rail station. Alternatively, there are a number of efficient Park and Ride sites at strategic points around the city, offering delegates easy and environmentally friendly access to the city centre and our Park End Street venue.

2 Egrove Park

Egrove Park is located just off Oxford's southern bypass and A34 and is easily accessible by road and rail, with ample, free, secure parking.

Car parks near Park End Street

- Oxpens car park: OX1 1RQ
- Worcester Street car park: OX1 2BQ
- Gloucester Green car park: OX1 2BN
- For Sat Nav devices please use: OX1 1HP

Satellite navigation directions for Egrove Park

Please note that using just our postcode will not take you to the entrance of Egrove Park. For Sat Nav devices please use: "OX1 5NY Kennington Road" to bring you within view of our Egrove Park road signs, or use the precise GPS co-ordinates: N51 43.614 W001 15.120.





Have your say...

We ask the event organiser and each delegate to complete a feedback form to evaluate the time spent at The School. We collate this information and take any appropriate steps. We strive to ensure your event with us is a success at every stage, from initial planning through to completion and post-event evaluation so we appreciate any feedback you may have. Please do follow us on Twitter, Facebook and Instagram @conferencesbs

Further information

Please refer to the website for further information on:

- Day delegate rates
- Capacity matrices
- Menu options
- Helpful hints when planning an event
- Christmas parties
- Accommodation

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