



Welcome to Corpus Christi College

C4 – CAM Conference

Dear Guest,

Welcome to Corpus Christi College. We hope that you have an enjoyable stay with us. A map has been enclosed to help you navigate around the College.

Course Programme:

Your Course Organiser will be supplying you with copies of this.

Maps:

A map has been enclosed to help you navigate around the College and we have also provided a map of Cambridge.

Name Badges:

For security reasons the College has provided you with name badges to wear when you are on College property. For Health and Safety reasons we ask you to wear these at all times. If you lose your badge please contact the Conference Office as soon as possible and we will issue you with another one.

Meals:

Breakfast is served in the Dining Hall on Monday to Friday, between 0800-0900.
Weekends, from 0830 to 0930.

We would be grateful if you would wear your name badges when going for breakfast, this will allow you easy through the tills.

Internet Access in Bedrooms:

We are able to offer access to the internet in your bedroom if you have brought a laptop for a charge of £5 per day or £15 for a week. Please find enclosed a step-by-step guide.

Laundry:

Laundry facilities can be found in:

Beldam Building:

You can access the Beldam Building using your A20 key and the laundry room is in the basement.

Botolph Court:

You can access the door to Botolph Court using your A20 key and the laundry room can be found near bedroom number 15.

Checkout Time: Please note that checkout time is 9.30am on the day of your departure. A luggage room will be provided and the Porter's Lodge will inform you of it's location.

If you intend to leave the College between 0000 and 0530, please inform your Course Organiser and Sarah Oldham to arrange departure from the College.

Assistance During Your Stay: If you have any problems during your stay please contact:

- Your Course Organiser: Professor Howard Griffiths
- The Porter's Lodge is staffed 24 hours a day (from 0100 to 0500 for emergencies only) and they will be happy to help.
- The Conference Office: I am available in the office (room G2) Monday to Friday from 0900-1730. Outside of these hours, please see the Porter's Lodge in the first instance or a member of staff.

Kind regards,

Miss Sarah Oldham
Hospitality & Events Coordinator