USEFUL CONFERENCE INFORMATION

PORTERS’ LODGE
The Porters’ lodge is open 24 hours a day, every day and delegates can arrive at anytime.

ON ARRIVAL
Visitors register at the Memorial Court Porters’ Lodge in Queen’s Road, Cambridge, where a room key or access card will be issued. Rooms will be available from 3pm on the day of arrival. A luggage Room is always available. Please note delegates register on arrival at Memorial Court Porters’ Lodge, Queens Road and not at the Porters’ Lodge Old Court, Trinity Lane.

ON DEPARTURE
On the day of departure, visitors are asked to vacate their rooms by 9.30 a.m.

PARKING
We are able to offer a limited amount of on-site parking, which can be arranged with the Conference Office. Parking spaces are allocated on arrival along with a parking permit. Further parking spaces for up to 100 cars are available nearby. Parking is chargeable at £4.25 per car per day. Please book all parking in advance, via your organiser, with the Conference Office.

For more information about parking, maps and directions to the college including our post code for satellite navigation please follow this link.
http://www.clare.cam.ac.uk/conferencing/info/findus.html

BEDROOM FACILITIES
All rooms are provided with tea/coffee making facilities, towels and toiletries. Bedrooms are cleaned, towels changed and beds made every day.

IT FACILITIES
All bedrooms have wireless and wired broadband internet access and there are various wireless spots throughout the College. Delegates may also access the student computer suites which have internet access, email and a limited printing facility.

IT information for conference rooms can be found here:
http://www.clare.cam.ac.uk/conferencing/conference/gillespie/tech.html

Eduroam is now available on all the wireless access points in college. This is a world wide authentication system which allows users to move around the world and be authenticated by their own institution.

MEAL ARRANGEMENTS
The Great Hall and Buttery are both located in Old Court. The Great Hall is on the ground floor and the Buttery downstairs. Some meals may also be arranged in the Garden Room in Lerner Court.

Meals are normally served between the following times:
Breakfast 7.45 - 9.00 am
Morning Coffee 10.30 – 11.00 am
Lunch 12.30 - 1.30 pm
Afternoon tea 3.30 - 4.00 pm
Dinner 7.30 pm

These timings are flexible and alternative requirements can be catered for by prior arrangement with the Conference Manager.

COLLEGE BAR
The bar, which is open by prior arrangement, is located downstairs near the Buttery in Old Court.
SECURITY
The College gates will normally be locked at midnight but the Memorial Court Porters’ Lodge is staffed 24 hours a day. It is strongly recommended that delegates lock their rooms at all times. The College is not insured for loss or theft of any items belonging to visitors to the College.

LAUNDERETTE SERVICES
Delegates are welcome to use the student launderette facilities in Memorial Court for a small charge.

MAILING ADDRESS
Clare College
Memorial Court
Queens Road
Cambridge CB3 9AJ
Fax No: 01223 357664

ILLNESS
In an emergency, the Porters' Lodge in Memorial Court, which is manned 24 hours a day, should be contacted. The College has first aid facilities and an arrangement has been made with a nearby doctors’ surgery.

SPORTS FACILITIES
Squash courts are available 200 metres from Memorial Court; bookings can be made with the Porters. Please supply your own equipment. Croquet is also available in the College grounds.

ANIMALS
Please note that pets are not allowed in the College.

TAXIS
The Porters in both Memorial and Old Court Lodges can arrange taxis on request.

CYCLES
There are cycle racks at the front of Memorial Court where delegates are welcome to leave their bikes. Please note that the college cannot accept any responsibility for these bikes and delegates should be sure to use a good lock. Cycles may not be taken through the College grounds.