

## Conference Services Available Whilst On Site

Service	Details
<b>Photocopying / Printing</b>	<p><i>We recommend that all photocopying/printing is completed in advance of arrival due to the costs levied at the College for such a service.</i></p> <p>It may, however, be possible for limited amounts of printing to be undertaken by conference organisers during office hours (and by prior arrangement with the Conference Office). Such printing will then be charged back via the final event invoice. It is requested that delegates do not use this service individually but ask their conference organisers to make arrangements for them. Organisers who anticipate having a large amount of photocopying to do whilst on site are asked to advise us in advance.</p> <p>For residential events, an emergency printing service for small documents is also available overnight via the Lodge. This should be used as an emergency service only and authority must be given by the conference organisers before any printing is requested by guests/speakers. All such printing will, again, be charged back to the event invoice and will be ready to collect from the Lodge the following morning.</p>
<b>Car parking</b>	<p>Although the College does have a very small car park, space is <i>extremely</i> limited. We therefore ask that <b>in all contact with delegates it is made clear that parking is NOT generally available</b>. We can then allocate limited spaces to those who particularly need it - i.e. organisers, speakers, exhibitors and those with mobility issues. We will discuss this with conference organisers in the period leading up to your event.</p>
<b>Additional AV equipment</b>	<p>The College can recommend local suppliers as required to assist with any additional AV needs.</p>
<b>Newspapers</b>	<p>Can be arranged by the College on request and charged back to the event. Please provide at least 2 weeks' notice of your exact requirements.</p>
<b>Flowers</b>	<p>Can be arranged by the College on request and charged back to the event. Please provide at least 2 weeks' notice of your requirements.</p>
<b>Security</b>	<p>The College can accept no responsibility for any items brought on site. This includes vehicles parked on the college premises and their contents. Guests may, however, deposit small items in the College safe if required - please contact the Porters' Lodge. Delegates and clients are recommended to make their own insurance arrangements for their stay.</p>
<b>Medical facilities</b>	<p>First aid facilities and trained staff can be accessed via the Porters' Lodge.</p>
<b>Catering for Special Diets</b>	<p>The Conference Team will ask you to submit the details of any special requirements circa 2 weeks before arrival. Please be as specific as possible to ensure that guests are catered for appropriately. If guests require Halal or Kosher food, organisers should please check whether the guest is a strict follower. Strict Kosher food has to be ordered in with at least 2 weeks' notice and additional charges may be passed on to the conference for delivery of this.</p>