


## GORDON RESEARCH CONFERENCES

Magdalen College

High Street, Oxford OX1 4AW United Kingdom

Phone: 44-1865-276000 / Fax: 44-1865-276103

Site information is also available at: <http://www.grc.org/sites.aspx?id=52>

<b>Accommodations</b>	Conference registrants are housed in dormitories on campus. Your single bed will be made upon arrival with sheets, a quilt, and pillow. Towels will be provided in your room. On a daily basis, rooms will be cleaned, beds will be made, and fresh towels will be supplied. Sheets will be changed mid-week. Depending on the rooms available on campus, some conferees will have private bathrooms while other conferees will share bathrooms with 4-6 hallmates. Smoking is not permitted in the dormitories or public rooms of the College.							
<b>Changing Money</b>	You can change money at any International Airport in the United Kingdom. You can also change money at the Tourist Information Centre on Broad Street or at any bank. The nearest ATM is Natwest Bank on High Street. Turn right out of College and walk for about five minutes. On the left hand side of road you will see Natwest Bank. The ATM is located to the side. A little further along at the crossroads there are three additional banks – Lloyds, HSBC, and Abbey National.							
<b>Check-in</b>	Please collect your room key from the Porter's Lodge at the main High Street entrance to Magdalen College. The Porter's Lodge is staffed 24 hours a day. When the outer door is locked (11 p.m. – 7 a.m.), ring the bell to enter. Check in at the GRC Office beginning at 4 p.m. on Sunday to pick up your badge and conference materials. If you plan to arrive at Magdalen College prior to Sunday, contact the Home Bursar's Assistant, <a href="#">Catherine Hughes</a> , to make arrangements for your stay. Please wear your name badge at all times during science sessions, poster sessions, and meals.							
<b>Check-out</b>	Please plan to vacate your room and depart the campus no later than 10:00 a.m. on Friday. If you are leaving the conference early, please notify the GRC Office and check out by 10:00 a.m. To check out, please vacate your room, hand your room keys back to the Porter's Lodge, return Internet cables to the GRC Office, and recycle your name tag.							
<b>Coffee Breaks</b>	Coffee breaks will be served daily at around 10:00 a.m. (see conference program).							
<b>Electricity</b>	<p>Voltage in England is 240V. Plugs have three pins as pictured. You can buy an adapter in the following places:</p> <p><b>Boswells</b> – Broad Street <b>Ryman</b> – The High Street <b>City Organiser</b> – Turl Street</p>							
<b>GRC Office</b>	<p>The GRC Office is located in Grove Building D, Staircase I, Room I.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Sunday</td> <td>4:00 p.m. – 9:00 p.m.</td> </tr> <tr> <td>Monday-Thursday</td> <td>8:00 a.m. – 4:00 p.m.</td> </tr> <tr> <td>Friday</td> <td>8:00 a.m. – 10:00 a.m.</td> </tr> </table>		Sunday	4:00 p.m. – 9:00 p.m.	Monday-Thursday	8:00 a.m. – 4:00 p.m.	Friday	8:00 a.m. – 10:00 a.m.
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<b>Internet Access</b>	A computer room with 3 PCs and a printer is available on campus. All bedrooms have an Ethernet socket for network Internet access. An Ethernet lead is required, and the GRC Office will have a limited supply of Ethernet cables. There are also a number of Internet Cafes near the College.							
<b>Meals</b>	<p>All meals will be served in the Hall.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Breakfast</td> <td>8:00 a.m. – 9:00 a.m.</td> </tr> <tr> <td>Lunch</td> <td>12:30 p.m.</td> </tr> <tr> <td>Dinner</td> <td>6:00 p.m.</td> </tr> </table> <p>Please respect meal times – your promptness is appreciated. On Thursday evening, there will be a formal Gala Dinner preceded by a reception on the Cloisters Lawn at 5:30 p.m. Please be seated in the Hall by 6:00 p.m.</p>		Breakfast	8:00 a.m. – 9:00 a.m.	Lunch	12:30 p.m.	Dinner	6:00 p.m.
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<b>Parking</b>	There is no parking at Magdalen College. We do not advise conferees to bring a car to Oxford. Everything is within easy walking distance and parking is difficult and not always secure. All Park & Ride car parks are too far from the centre for delegates to walk - you can take the bus (which in some cases stops directly outside the Queen's College on High Street) and which runs frequently.
<b>Photograph</b>	The photograph will be taken Monday during the coffee break, weather permitting.
<b>Phones</b>	Personal phones are available in each room. Conferees may only dial out to other Oxford University phones. If you would like to call anywhere outside of Oxford University, you should purchase a phone card to use at a public phone. There are three public phones located at Magdalen College. You can purchase a phone card at the Porters Lodge or at "Honey's on the High," a newsagent located 7 shops down on the right hand side from College. Phone cards are also available at other newsagents and shops.
<b>Posters</b>	Posters will be set up in the New Buildings Colonnade. The poster boards are 1 meter wide by 2 meters high. A diagram of a sample poster board can be viewed online at <a href="http://www.grc.org/sites.aspx?id=52">http://www.grc.org/sites.aspx?id=52</a> under the "Poster Info" heading. GRC will provide Velcro tape to attach posters to the boards. Check your conference program for the poster session schedule. All posters must be removed Thursday evening by 11:00 p.m. GRC is not responsible for posters left behind.
<b>Recreational Facilities</b>	Recreational facilities include tennis courts and walking/running paths. In addition, you may use the sports facilities at the University Sports Department on Jackdaw Lane. The cost is £4.50 per visit for the gym. Swimming vouchers are available in books of 10 swims for £45 (these can be divided and used by a small group). Maps and information will be available in the GRC Office.
<b>Science Session</b>	Lectures are held in the Grove Auditorium. Please wear name badges at all times. Guests are not permitted to attend any sessions. Sunday-Thursday      7:30 p.m. – 9:30 p.m. Monday-Thursday      9:00 a.m. – 12:30 p.m.
<b>Speakers</b>	The AV Technician will be available in the Lecture Hall 30 minutes prior the start of each session to assist Speakers with laptop setup, equipment checks, and a brief run through of presentations. Speakers are encouraged to bring <b>USB flash drives/memory sticks</b> and transfer their data onto Magdalen College's PC Laptop or Apple Mac Notebook rather than load their presentations and present their slides from their personal laptops.
<b>Transportation</b>	There are excellent air, rail, and road connections for travel to Oxford. For conference participants traveling by air, flights to both Heathrow and Gatwick airports provide a good connection to Oxford. Please visit the site and travel information website for more details: <a href="http://www.grc.org/sites.aspx?id=52">http://www.grc.org/sites.aspx?id=52</a>  <b>BUSES:</b> The Oxford Bus Company provides service from both Heathrow and Gatwick airports to Oxford. Please visit the website ( <a href="http://www.oxfordbus.co.uk/">http://www.oxfordbus.co.uk/</a> ) and click on "The Airline" for detailed information about schedules and fares. You can pay the driver in cash when you get on the bus or buy in advance online using your credit card. Depart the bus at High Street in Oxford.  <b>TRAINS:</b> There is regular train service to Oxford. It is possible to either take a taxi from the Station to Magdalen College or board the #5 bus which leaves the train station every 10 minutes to the Queen's College (a five-minute walk from Magdalen College). Information, timetables, and pricing for the Oxford Train Station is available at <a href="http://nationalrail.co.uk/">http://nationalrail.co.uk/</a> .  <b>TAXIS:</b> Taxis from London to Oxford are available, but more expensive. You can find taxi information for CCB Cars of Oxford, for example, here: <a href="http://www.ccbcars.com/">http://www.ccbcars.com/</a> .
<b>Travel Reimbursement</b>	Anyone expecting to be reimbursed for travel expenses must complete a reimbursement request form and submit a copy of your receipts by <b>4:00 p.m. Tuesday</b> during the conference. Travel requests will NOT be initiated after the conference has ended.
<b>T-Shirts</b>	GRC 75 <sup>th</sup> Anniversary T-Shirts are available to purchase from the GRC office (cash only please).
<b>What to Pack</b>	Umbrella, phone card, electrical conversion plug for foreign travel, alarm clock, blow dryer, robe, facecloths, personal toiletries, lightweight fleece throw (in case of cold weather), sweatshirt or light jacket (for cool evenings)