



DOWNING COLLEGE
UNIVERSITY OF CAMBRIDGE

THE MUSIC ROOM AND THE TIM CADBURY ROOM INFORMATION FOR ORGANISERS

WELCOME TO DOWNING COLLEGE.

The following information is for your assistance.

Please ensure that all your delegates are aware of this information and pay special attention to the Fire, Health and Safety and Smoking policies.

Fire

Please ensure that you read out the fire regulations prior to your opening session in the MUSIC ROOM AND THE TIM CADBURY ROOM. These are located on a small board hanging on the wall near the light switches.

Smoking & E-cigarettes

The College does not allow any smoking or vaping on its premises or in any of the buildings including the bedrooms except for the following designated smoking areas:



The area to the rear of the Howard Building adjacent to the Kenny Gate OR the area behind Kenny A and B adjacent to the Fitzwilliam Gate. (See College map for details).

Security

Please keep your valuables with you at all times. All guests are responsible for providing their own insurance for loss, theft or damage. The College cannot accept responsibility for any such losses.

Toilets

These are located on the Ground Floor of D Staircase.

Bedrooms-Departure

Rooms should be vacated by 09.30am on the day of departure. Luggage can be stored in the Tim Cadbury Room where your refreshments are served and bedroom keys will be collected in the meeting before the first session.

Porters' Lodge

The Porters' Lodge is open 24 hours per day. The Porters will be happy to help if you have any problems.

Wifi

Terms of use: By using these services, you are agreeing to abide by the rules set out by the University of Cambridge IT Syndicate, including any laws and acceptable use policies. These rules can be found at <http://www.ucs.cam.ac.uk/network/rules>. Please note that access and use of this service is logged.

Contacts

Porters' Lodge : 01223 334800;

Conference Office : 01223 334860, Room EI, Ground Floor E Staircase. Assistance for the AV Equipment :

Assistance for the AV Equipment : Martin: 07500 883436 Michal : 07774017415 Pawel : 07917535771

