

Information for Delegates

Contact Information

Robinson College, Cambridge
Grange Road
Cambridge CB3 9AN
United Kingdom
01223 339100

ATM

The ATM is located in the City Center at the Royal Bank of Scotland RBS on Trinity Street

Check-out

Check out is on Friday morning at 9:30AM. Please return your key to the Porters' Lodge.

Hospital

Addenbrooke's Hospital
Hills Rd
Cambridge CB2 0QQ,
+44 1223 245151

Coffee Breaks

Coffee service will be set up in the foyer outside of the general session room.

Code of Conduct

FASEB SRC expects all SRC attendees to respect and behave in a courteous and civilized fashion. It is expected that attendees will practice common sense rules for public behavior, personal interaction, common courtesy, and respect for private property while attending FASEB SRCs. Abusive, harassing, or threatening behaviors towards any other attendee, organizer, invited speaker, FASEB staff or venue staff will not be tolerated. Please report any incidents in which an attendee of the conference is abusive, insulting, intimidating, bothersome, or acting in an unsafe or illegal manner to the onsite FASEB staff immediately.

Guests and Children

Children under 16 are not permitted to stay onsite. Guests and children older than 16 years of age must be registered and paid as a guest to enjoy meals with attendees. Guests and children are not permitted to attend general sessions and poster sessions.

FASEB Registration Hours

The FASEB Registration Desk is located in the lobby on Sunday and is open from 4:00 PM – 9:00 PM. During the week the desk will be located outside the general session room and is open from 7:30 AM – 12:00 PM and during the evening meal.

Money Exchange

You can exchange money in the City Center at John Lewis, Marks and Spencers or the Post Office to name a few.

Posters and Poster Sessions

Poster sessions will take place in the foyer.

If you submitted an abstract you may present it at one of the scheduled poster sessions. The poster boards are numbered. Check the program materials for the time and day your poster has been scheduled.

Scientific Sessions

All lectures take place in the general session room. Spouses and guests are strictly NOT permitted to attend any session.

Sightseeing and Shops

The City Center is a 10 minute walk with many shops and restaurants. For tours and sightseeing please speak with the porters for suggestions.

Speakers and Session Chairs

Please arrive at the general session room at least 30 minutes before your session begins to set-up your laptop for your talk. Someone will be available to assist you if necessary.

Keys and Security

Each visitor will be given a bedroom key on arrival. You are strongly recommended to ensure that the door is locked and windows are closed whenever your room is unoccupied. Please vacate your room on the day of departure, lock the door and RETURN THE KEY TO THE PORTERS' LODGE by 09:30. A charge will be made if it is not returned.

Car parking

Free parking is available on the roads surrounding the College, unless other arrangements have been made. Please park on the College side of the road and avoid obstructing driveways and entrances. Please record your car registration number at the Porters' Lodge.

Name Badges

Please wear your conference badge at all times.

Smoking Policy

Smoking is NOT permitted in any private or public room of the College, including bedrooms, or in any staircase, hallway, walkway or balcony. There are two areas where smoking is permitted: Long Court and Front Court from the bottom of the steps leading to High Court to the start of Herschel Court (between 8am and 11pm) only, and the gardens/grounds in general.

Accommodation

Bedrooms are supplied with soap and towels; extra blankets may be obtained from the bedmaker on request. Rooms are serviced daily. You are asked not to interfere with the fittings or fixtures in the room; or with the belongings of the regular occupants. Tea and coffee making facilities are provided in all bedrooms. The supplies will be replenished by the bedmaker. Electrical adapters are available from the Porters' Lodge.

Vacating rooms

On the day of departure YOU ARE REQUIRED TO VACATE YOUR BEDROOM AND RETURN YOUR KEY TO THE PORTERS' LODGE BY 09.30 to enable rooms to be serviced for incoming guests. A storage area for luggage will be provided.

Personal property

FSAEB and Robinson College does not accept any responsibility or liability in respect of loss or damage to any property brought on to the premises by or on behalf of any persons.

Gate times

The main gate by the Porters' Lodge is closed at midnight but a porter is on duty all night, and you may enter after midnight by ringing the bell. If you know in advance that you are going to return after midnight, it would be helpful if the porter could be informed beforehand. The main gate is usually open at 06.00; departure before this time can be arranged with the porter.

Meals

All meals will be served in the Dining Hall.

Breakfast is available in the Garden Restaurant up to 09.00. The times and locations of other meals will be notified to you by your Conference Organiser. The entrance to the Garden Restaurant is down the steps opposite the Umney entrance. Where self-service meals are provided, a system of self-clearing will be in operation. Please deposit your tray and dirty crockery in the trolleys provided.

Bar and Red Brick Café

The College Bar is normally open in the evenings (Monday–Saturday 18.00–23.00; Sunday 19.00–22.30) unless specific arrangements have been made. The Red Brick Café is normally open on weekdays (10.30-17.00).

Internet Access

Complimentary wifi is available for attendees throughout the hotel. Password information will be provided during the morning announcements. Free, wired internet access is available in all bedrooms and wireless internet access is available in public areas of the College. For wired access an ethernet cable is required. These are available for sale in the Porters' Lodge.

Mail

Incoming mail will be distributed daily. Outgoing, stamped mail can be posted in the Porters' Lodge. Stamps are on sale in the Porters' Lodge.

Mobile Phones

Please turn off mobile phones or put them on silent mode during general sessions. If you must take the call, please remove yourself from the room so that you do not disrupt the other participants

Telephone call box

A public telephone can be found on G staircase. Only phone cards are accepted which can be purchased from the Porters' Lodge.

Newspapers

Newspapers should be ordered by 17.00 from the Porters' Lodge and collected and paid for on the following morning.

Television room

There is a television room on the Umney Foyer.

Launderette

There is a token-operated launderette and ironing room. Tokens and irons can be obtained from the Porters' Lodge.

Drinks, snacks etc

Vending machines for hot and cold drinks and chocolate bars etc. can be found in the Bar/JCR Foyer area. Change is available in the Porters' Lodge.

Gardens

You are welcome to walk in the College gardens, which contain a number of interesting and unusual trees and plants, both native and exotic.

Illness

The College has no resident medical staff. In case of illness (or accident) the porter on duty will advise on how to obtain medical assistance.

Fire

Instructions dealing with the way of escape are posted in every room. Please read these instructions carefully when you arrive and familiarise yourself with the arrangements described.

Emergencies

In the event of an emergency, please call 999 and contact the Porters' Lodge.

Taxis

The Porters' Lodge can arrange taxis on request.

Gratuities

All charges include a service charge.

Other residents

There are always some members of the College, senior and junior, in residence all the year round, whose rooms may be near to those occupied by visitors. Your co-operation is requested in keeping noise, especially late at night, to a minimum.

The College Library is not available for use by conference delegates.

Finally, if you have any comments or complaints regarding your stay at Robinson College we would be grateful if you could let us know.