


George Pickering Education Centre

A HANDBOOK FOR ORGANISERS

**Produced by the George Pickering Education Centre
May 2007**

Oxford Radcliffe Hospitals 
NHS Trust

Welcome

Welcome to the George Pickering Education Centre.

The aim of this Handbook is to provide you with useful information at your fingertips to help you before, during and after your booking.

In addition there are leaflets available from the Centre outlining the Centre's and Oxford Medical Illustration's (OMI) services.

I look forward to seeing you at the Centre.

Chantal Vermenitch
Education Centre Manager

1 Room and Booking Information

1.1 Room Capacities and Grading*

	Lecture Style	Classroom Style	Boardroom Style	Informal Seating - chairs around coffee tables	Grading of Room
Lecture Room	60	18	18	N/A	Gold
Seminar Room 1	30	N/A	12	N/A	Silver
Seminar Room 2A	32	12	16	N/A	Silver
Seminar Room 2B	45	12	16	N/A	Platinum
Seminar Room 3	32	12	16	N/A	Silver
Seminar Room 4A	32	12	16	N/A	Platinum
Seminar Room 4B	32	12	16	N/A	Silver
The Margaret Davidson Room	N/A	N/A	N/A	16	Bronze
Meeting Room 1	N/A	N/A	10	N/A	Bronze
Meeting Room 2	N/A	N/A	10	N/A	Silver
Eating Area	N/A	N/A	N/A	30	Bronze

* Rooms 2A and 2B and 4A and 4B can be joined together to create a bigger room.

* These rooms also have an induction loop for hearing aid users.

Grading

- ◆ Platinum – Fixed lectern including data projector, DVD and VHS, visualiser, Mac, PC, sound enhancement
- ◆ Gold – Fixed lectern including data projector, DVD and VHS, visualiser, Mac, PC, Dual Slide Projection
- ◆ Silver – portable lectern, data projector (laptops are available on request)
- ◆ Bronze– no AV equipment

1.2 Additional AV services may also be available. For enquiries please contact Oxford Medical Illustration. Contact details are on page 9 of this Handbook.

1.3 Booking forms are available from Isuara Thomas at the George Pickering Education Centre.

1.4 An information sheet outlining the charges for those in Group E is available.

1.5 A Special Request form is available and can be completed if you :

- ◆ Wish to enquire about booking further in advance than outlined on the room bookings form
- ◆ Wish to enquire about holding a course or conference
- ◆ Have a query about charges/pricing for a particular meeting/course/conference

2 General Information

The Centre is able to offer general business services which are available via Reception.

- ◆ Fax
- ◆ Email
- ◆ Printing
- ◆ Posting
- ◆ Photocopying

(current prices available on the tariff sheet enclosed)

2.1 Accommodation

Below are some websites of hotels in Oxford. The Centre cannot accept responsibility for the information on these websites.

- ◆ www.oxfordcity.co.uk
- ◆ www.bookings.org
- ◆ www.city-visitor.com

2.2 Address and Phone Numbers

The George Pickering Education Centre
Level 3
John Radcliffe Hospital
Headley Way
Headington
Oxford
OX3 9DU

Tel: 01865 (2)21865 (reception)

Fax: 01865 (2)20651

Isuara.thomas@orh.nhs.uk

www.oxfordradcliffe.nhs.uk/forclinicians

- ◆ The Centre's reception is open between 8.00am-1.00pm Monday to Friday.
- ◆ Hospital switchboard:
 - internal number: 0,
 - external number: 01865 741166

2.3 Cloakrooms

Each room is equipped with hooks to hang coats and bags on.

2.4 Cold Water Tap

There is a cold water tap in the common room next to the food counter.

2.5 Disabled Facilities

Access is via the main lifts in the hospital on Level 2.

- ◆ There is access to all meeting rooms
- ◆ There is a disabled toilet
- ◆ There is a loop aid hearing system at the reception desk and in Rooms 2B and 4A.
- ◆ Parking for Blue Badge holders is available in Car Parks 1, 2, 3 and 4 (charges apply) and opposite the Level 2 entrance to the main hospital, West Wing/Children's Hospital entrances and Maternity entrance to Women's Centre.

2.6 Parking

There are four main public car parks:

- ◆ Car Parks 1, 2, 2A, 3 and 4
Parking is "Pay on Foot" - pay at machines as you return to your car, not at the barriers. Change is given, charges are below.

Daily - 8am to 8pm

Period	Amount
Up to 30 minutes	Free
1 - 2 hours	£1.00
2 - 3 hours	£2.50
3 - 4 hours	£3.00
4 - 5 hours	£4.00
5 - 6 hours	£5.00
6 - 7 hours	£6.00
7 - 8 hours	£7.00
9 - 10 hours	£9.00
10 -12 hours	£10.00

Overnight – 8pm-8am

Period	Amount
Up to 30 minutes	Free
More than 30 minutes	50p (flat rate)

For more details about car parking on site please contact the Car Parking Office on 01865 (2)20108 or go to www.oxfordradcliffe.nhs.uk

- ◆ There are also Park and Ride Schemes from Thornhill and Water Eaton. For more details go to www.parkandride.net/oxford

2.7 Portering

Porters may be available to assist organisers if required. Please contact the Porters direct on 01865 (2)20600 at least 48 hours in advance.

2.8 Reception

A taxi can be called from the Reception Desk at the Centre when manned.

2.9 Security

- ◆ There are security cameras throughout the Education Centre.
- ◆ The Security Office is based on Level 2 of the main hospital.
- ◆ All staff and visitors to the Centre are asked to wear a form of identity badge or pass. Organisations hiring facilities should ensure that all participants are issued with identification.
- ◆ The Centre cannot accept responsibility for any items lost or mislaid on the premises.

2.10 Showers

There is a shower located in one of the end of the toilets.

2.11 Smoking

There is a no-smoking policy throughout the Trust. We would be grateful if you could inform your delegates of this policy and ensure that they do not smoke in the Trust, in the Trust grounds or in the car parks.

2.12 Toilets

Toilets are between Seminar Room 1 and Meeting Room 1. There is also a disabled toilet located here.

2.13 Telephone and Internet Access

The telephones situated in the Centre can only make internal calls. Telephones are situated:

- ◆ In the Reception area and Common Room on the walls
- ◆ Outside Seminar Rooms 2A and B and 4A and B
- ◆ Inside Seminar Rooms 1, 2A, 2B, 3, 4A and 4B and Meetings Rooms 1 and 2.

- ◆ National and international calls need to be made through Switchboard
- ◆ Internet access is available in all the meeting rooms.

2.14 Transport

Information on transport can be found on the Oxford Radcliffe NHS Trust website - www.oxfordradcliffe.nhs.uk

3 Emergency Information

3.1 The Fire Alarm

An intermittent ring means that users should be aware of a potential risk.

A continuous ring means that users must leave the Centre immediately.

3.2 Fire Exits

Fire routes are clearly marked throughout the Centre

3.3 Fire Extinguishers

Water and CO2 extinguishers are located in the Common Room, outside Room 2B, Room 4B and in the Reception area.

3.3 Assembly Point

The meeting point for fire evacuations is in the Reception area, Level 2.

3.4 First Aid Facilities

The First Aid box is located by the Reception Desk in the Centre

3.5 Security

The Security Office is located on Level 2 in the main hospital. The telephone number for the Security Office is 01865 (2)21731.

4 Exhibitor Guidelines

4.1 Deliveries and Collections

- ◆ These must be by prior arrangement.
- ◆ Please address your deliveries as follows:

The George Pickering Education Centre, John Radcliffe
Hospital

Title of Event

Name of contact at the venue

Date of event

Event organiser name (client)

Delivery address

Room the box needs to be in on the day

- ◆ Deliveries should be made between 9.00am-4.00pm, Monday to Friday
- ◆ As storage is a premium, please do not deliver items more than 24 hours prior to your event.

4.2 Signage

- ◆ The event will be displayed on the plasma screens within the Centre. You are most welcome to provide other signage.
- ◆ No signs should be stuck or attached, in anyway to the walls of the Centre.
- ◆ Signage should either be displayed on a stand or on doors which have not been painted.

4.3 Stands

- ◆ Tables and chairs must not moved out of the rooms without prior permission.
- ◆ Exhibitors and organisers will be required to pay for any damage incurred.

4.4 Storage and Rubbish Disposal

- ◆ The Centre does not have a lock up storage facility and all items are stored at your own risk.
- ◆ All items not collected within 24 hours of the event will be disposed of unless prior arrangements have been made. Items stored outside these times may incur additional charges.
- ◆ Any items not labelled with a return address will be disposed of and an additional charge may incur.
- ◆ The Centre will not be responsible for any item sent by post or courier that gets lost or damaged or for any items left at the Centre after the event has taken place.
- ◆ Rubbish, empty boxes, leaflets and papers etc can be left at the Centre and will be disposed of. These must be collected up and placed in or beside the bins provided.

5 Technical Specifications

In addition to the AV services outlined in this handbook, Oxford Medical Illustration (OMI) may be able to offer extra services.

Tel: 01865 (2)20900
Fax: 01865 (2)20897
Medical.illustration@orh.nhs.uk

6 Tariff Sheet*

Item	Cost
Faxing	Inland – outgoing 1 st page £2, thereafter £1 per page International – outgoing 1 st page £3, thereafter £1.50 per page Incoming – 50p per page
Printing	A4 Black and White – 10p per sheet A4 Colour – 20p per sheet
Photocopying	Users should use the Print Room in Oxford Medical Illustration on Level 3. However, should the Centre's photocopier be used the following charges apply: A4 Black and White – 10p per sheet A4 Colour – 20p per sheet A3 Black and White – 30p per sheet A3 Colour – 50p per sheet The Delegate Rate automatically includes 50 sheets of A4 Black and White photocopying.
Portering	Please check with the Porters as to whether there will be a charge
Posting	1 st and 2 nd class post facilities are available at the current rate. Courier services and prices are available on request.
Storage	Prices on application

- ◆ The minimum charge for invoices is £30+VAT
- ◆ The minimum charge for cheques is £5
Cheques should be made payable to 'ORH NHS Trust'
- ◆ There is no minimum charge if paying by cash

Disclaimer

The information contained in this Handbook is offered to assist you with your booking and is given in good faith. As information will change from time to time, users should check with the Centre if they have any queries over the information listed in this Handbook.