

INFORMATION PACK

St John's College
University of Oxford
Saturday 22 – Sunday
23 June 2024

WWW.CEIUK.COM

CEI

A WARM WELCOME TO QI FROM CEI

Thank you for registering for QI 2024. We look forward to welcoming you to St John's College for a weekend dedicated to studying Surah al-Qasas.

The following document sets out some of the necessary information you will need before and during QI. So please have a read through this and use it as a reference throughout the weekend.

During this weekend, we expect that students will be able to independently check-in and find the appropriate venues for the different activities using the information in this pack. The information pack is holistic, and we recommend you consult this before asking any of the volunteers on site.

If at any point you are lost or need help, the college porters will know the conference by the reference name:

CEI-QI-2024

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Travel to Oxford

We would strongly recommend students come by public transport, such as coach or train. Please come to St John's College:

St John's College
St Giles
Oxford OX1 3JP
United Kingdom

Since parking is very limited in central Oxford, we recommend all attendees (especially those from London) to use public transport or use park and ride (details below).

Coach

For those travelling from London, the **Oxford Tube** (<https://www.oxfordtube.com>) is a 24-hour service that will drop you off at the High St, only 4 minutes from the venue.

Train

Direct services run from London Paddington (serving Oxford station) and London Marylebone (serving Oxford and Oxford Parkway stations). Other services operate from the north via Birmingham New Street; from the south via Reading; and from the west via Didcot or Reading.

For details and to plan your journey, see contact National Rail Enquiries.

Oxford Railway Station is a 5-10 minute walk from the centre of Oxford. Please use Google Maps to find your way from the station to the part of the University you are visiting.

Parking

For information on all parking in and around Oxford please visit <http://www.oxford.gov.uk>.

Parking in central Oxford is extremely limited and there is no parking available on site at St John's College. There are expensive public car parks in the vicinity, but we would strongly recommend those travelling by car to use the Park and Ride.

Park and Ride

There are several Park and Ride locations around Oxford:

- Pear Tree Park and Ride (North of Oxford)
- Redbridge Park and Ride (South of Oxford)
- Seacourt Park and Ride (West of Oxford)
- Thornhill Park and Ride (East of Oxford)

We would recommend using either Redbridge or Pear Tree as due to works being conducted on a bridge between Oxford city centre and Botley, there are significant delays in getting from Seacourt to the centre even though this is the closest to the centre of town.

Prices are (correct at the time of writing – May 2024):

- 1 hour free: £0.00
- 1-16 hours: £2.50
- 16-24 hours: £4.50
- 24-48 hours: £8.50
- 48-72 hours: £12.50

For more details, please consult: <https://www.oxford.gov.uk/parkandride>.

To get to St John's College, we recommend you either:

1. Get a taxi, using e.g., "001 Taxis" <https://www.001taxi.com/> (~5-10 minute journey)
2. Or get a bus headed to Oxford City Centre (~15-30 minute journey)

Arrival/Check in

Friday check-in: From 14.00hrs.

Saturday check-in: Check in is from 14:00hrs. The programme starts promptly at 09.30. Therefore, when you arrive you will need to drop off your bags off at a secure location near the conference hall (ask at registration desk) between 08:00-09:00. If you are travelling from a long distance, we highly recommend that you book a two-day ticket and arrive on Friday evening to ensure that you can check in, are refreshed and well rested before the start of the programme.

Sunday check-out: Check out is at 12:00hrs. As the programme will end later than this, all attendees will need to empty their rooms and drop their bags off to the secure location (more information during the conference) before the start of the morning classes.

Please check in at the Main Porters Lodge located on the entrance on St Giles Road – appendix map no.1 and picture no.1.

When you arrive at the lodge, please tell the porters that you are here for **QI 2024**. The porters will ask for your name and at that point, you will receive keys to your room. You will also be issued with a late gate key card which allows 24-hour access to the College premises through various gates.

Please note the College does not provide an early morning call system and does not offer a concierge service.

QI registration

All the QI classes and lectures will be held at St John's College. On Saturday morning, please follow the signs/arrows to the Garden Quad auditorium (see appendix map no.1 and pic no 15) for QI 2024 registration between 09.00 - 09.30. It is important that you arrive in Oxford well before 9am so that you have sufficient time to drop your luggage off and register. The student pack will be available to collect at the registration desk.

Friday arrivals

Those coming on Friday may check-in to their rooms from 14.00hrs. For those arriving late on Friday, the porters are available 24 hours, and QI registration will be on Saturday morning at 09.30.

Departure/Check out

After the end of the sessions on Sunday, please collect all your bags/belongings and return the keys to the lodge upon departure. Failure to do this will result in a fine.

Accommodation

Bedroom facilities

All rooms are furnished and have heating. All have washbasins and hot and cold running water with adequate bathrooms and W.C's near to all rooms (or en-suite if you chose that option).

Towels, bed linen (duvets), coat hangers, complimentary toiletries and tea and coffee making facilities are supplied in each room. If there are any issues with your room please contact the Lodge in the first instance, the Lodge is staffed 24 hours a day, 365 days of the year and they can be contacted on +44 (0) 1865 277300.

Internet

Wi-Fi is available in most areas of the College. Wireless connection is available for all delegates via the OWL Visitor Network. You will be able to either collect WiFi codes from the lodge when you check in or the codes will be given to you during registration. If you have an Eduroam account, you should use this rather than a visitor log in.

Food

Breakfast

Breakfast is served in the college that you have booked accommodation. Please make your way to the main Dining Hall (map no 1, ref 1) between 08:00 and 09:00. There are no provisions for late breakfast.

As the programme will be starting 9:30am sharp, please come dressed and ready to the dining hall for breakfast so that we can move to the auditorium promptly afterwards. You will be notified on the day if there are any changes to the location or timings for breakfast.

When you enter the servery please take a tray and the Chef's will plate up a hot breakfast for you. There is also a self-service station in the servery where you can pick up items such as cereals (milk is on the table in the Hall), pastries, yoghurts, fruit, and fruit juices.

As you enter the Hall there will be a member of staff on the till, just mention which conference or event you are attending and then proceed to a seat (there may be a space reserved for your group). On the tables you will find coffee, tea, sugar, butter and a selection of marmalades and other spreads, please help yourself to these. Tap water is also available. You may also help yourself to toast which is served from the hatch in the Hall (gluten-free bread is available upon request). Cutlery can be found on a trolley by the hatch.

The Buttery Staff will be available to answer any questions you may have and can give you soya milk upon request.

Formal Dinner

Formal Dinner will be served in the main dining hall of St John's College at 19.15 sharp. Please arrive by 18.45 for some light refreshments before being seated. There should be enough time to briefly visit your rooms to freshen up after the teaching sessions in the auditorium.

The dress code for the formal dinner is: Smart Formal, with Dinner Jackets or Suits for Men.

There will be a choice of either a standard (chicken) or vegetarian meal which will need to be specified at registration. If you have any special dietary requirements, please email qi@ceiuk.com.

Coffee Breaks

Coffee Breaks will be scheduled regularly throughout the weekend. A selection of teas, coffees and biscuits will be served.

Not Included:

Please note that lunch is not provided on both Saturday and Sunday. If you are staying overnight on Friday, please also make your own arrangements for dinner on Friday evening. There is a selection of eateries in the vicinity of both colleges. This has been designed as part of the programme to give people the chance to leave the college and briefly experience the city.

Some good places for lunch (many are halal) are:

- Taylors
- George Street Cafe

For a full list of halal places in central Oxford, please visit: <https://ouisoc.org/halal-food-in-oxford/>

Venue

Garden Quad Auditorium. This will be the meeting point at 9.30am on both days [map no.1, ref no. 15] as well as the main location for the Saturday programme.

The Garden Quad Reception Room will be available as a space for both days of the conference for prayer, and also for coffee breaks [map no.1, ref no. 15].

Please bring your own prayer mat/shawl during the day for use during prayer.

Break out spaces: There are several smaller break out spaces which will be used for the Sunday read and reflect workshops. The locations of these rooms will be announced on the day.

WCs: There are a limited number of public WCs near the auditorium. As all accommodation is very close by, we recommend that all students use their own WC at the accommodation whenever possible and attend the sessions in wudhu.

Prayer

Breaks have been scheduled to accommodate the prayer times. Congregational prayers will be held in the room opposite the auditorium, and an announcement for timings will be made in the auditorium. It is recommended that all participants attend all the classes in wudhu.

Since facilities near the auditorium are limited, please come in wudhu. Please make appropriate preparations for your own ablutions.

The OUISOC prayer room (<https://ouisoc.org/>) is located a short walk from St John's college for those who would like to visit the prayer room at some point during the weekend.

What to bring

- Pen & Notepad.
- Prayer mat/shawl.
- Arabic Quran recommended.
- Quran translation (M.A.S. Abdel Haleem's translation recommended).
- Laptop/iPad recommended (ensure they are charged before the sessions).

Logistics/study advice

We recommend that you make plenty of notes in the first day using the QI study pack. The study pack will be available for collection at registration on Saturday morning and contains the Arabic and English translation of Surah to be studied. These notes will be very beneficial during the Sunday 'Read', 'Reflect' and 'Act' workshop sessions.

Attendees will be advised at registration which group they have been randomly assigned to. Each group will engage with one of the articles on Sunday, and it is recommended that participants read their allocated article (in the pack, available at registration) on Saturday night after the Formal Dinner.

You must be present for all sessions on both Saturday and Sunday. Failure to do so may lead to suspension from the programme.

Appendices and Maps

Security and lost property

Windows should be closed, and rooms locked at all times. Please ensure your room is locked when vacated at the end of your visit. Please note that the College accepts no liability for any loss, damage or injury to visitors or their property, howsoever caused, during their stay in college. Appropriate insurance cover should be obtained.

Please take all personal belongings with you when you vacate the room. Any forgotten items will need to be collected from the College within 4 weeks from the day you checked out, after this

date the items will be destroyed. To arrange a collection of lost items please email conferences@sjc.ox.ac.uk. Unfortunately, the College is unable to post items back to you.

When using your conference card to open gates around college please wait for the gate to close completely before moving on. This is to avoid tailgating. Do not give or lend your room key or conference card/fob to anyone else, instead, direct them to the Porters Lodge.

While on-site please co-operate with any security signs and comply with any reasonable instruction given by a member of college staff.

Emergencies and Medical and Dental facilities

The College does not provide any medical service for guests, but any visitor requiring urgent medical attention should contact the Porter's Lodge (+44 (0) 1865 277300) or call the emergency services directly by dialling 999 (police, ambulance, and fire service). In the case of a non-emergency medical issue, you can call 111 to speak to a trained advisor.

The Oxford University Hospitals has emergency departments at the John Radcliffe Hospital and Horton General Hospital. Both are open 24 hours a day. The John Radcliffe Hospital Emergency Department can be contacted on +44 (0) 1865 220208 or +44 (0) 1865 220209.

A Pharmacy can be found in Boswells Department Store on the corner of Broad Street and Cornmarket Streets and there is a large Boots in Cornmarket Street.

In the event of a dental emergency please refer to www.ouh.nhs.uk.

If you have an accident, please complete an accident report form in the accident book which is held at the Porters Lodge. The Lodge is staffed 24 hours a day.

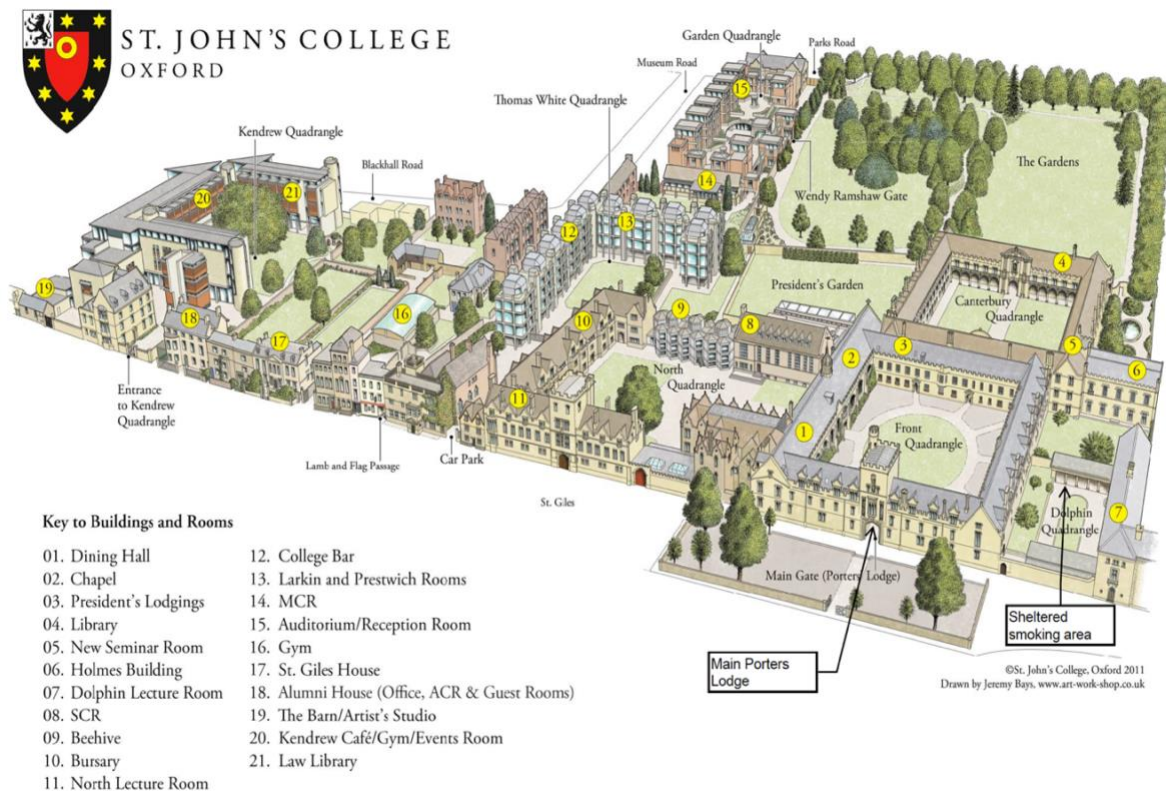
Fire Notice

Please consult the important 'Fire Notice' attached to the notice board/door in each room. Ensure that you are familiar with the fire procedures and know where your nearest fire exit and assembly points are located. If anything is unclear or if you spot anything suspicious, please contact the Lodge.

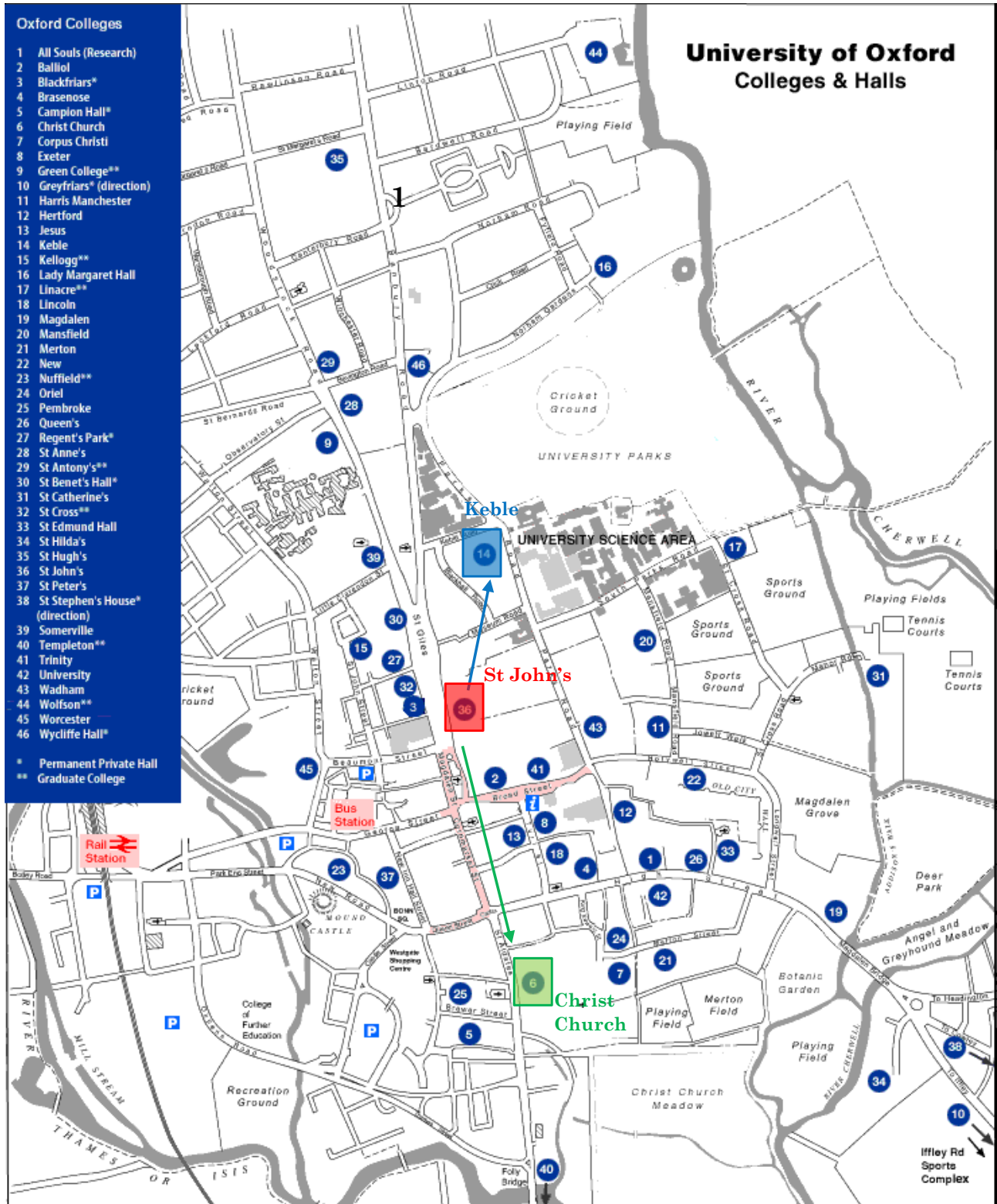
In the event of a fire alarm, leave the building via the nearest exit and make your way to the buildings assembly point and await instructions. Do not stop to collect personal belongings. If the building has a lift, do not use it and do not re-enter the building until it has been declared safe to do so. If you discover a fire whilst in a building, on your exit, break the glass of a fire alarm call point. Do not put yourself or others at any risk. During a fire alarm or other emergency please comply with any reasonable instruction given by a member of college staff.

To avoid the risk of fire please do not wedge open any doors, smoke or light candles inside any of the buildings. If you use any of the communal kitchens, please make sure all hobs are turned

Map no 1: St Johns College



Map no 2: Central Oxford



Note: St John's College is reference 36 in this map, Keble College is reference 14 and Christ Church is reference 6.

Interactive Map: Central Oxford and college locations: <http://www.oxfordcityguide.com/maps-of-oxford/oxford-university-colleges>

Picture no 1: St John's college Porters Lodge entrance on St Giles

