

# Essential information for the conference organiser

In order to assist in the smooth running of your conference, please read the following information, passing on essential details to your delegates.



## Fire instructions

Fire instruction notices are provided in all buildings. Please ensure that you and your delegates know where the nearest exit routes and assembly points are located.

If you discover a fire, operate the nearest fire alarm call point and evacuate the building.

The alarm system is tested at midday each Wednesday for 15 seconds when no action is required. This may, or may not, activate the audio alarm.

## Telephones and contact details

Conference Department	1027
First Aid/Emergency	2222
Reception/General Enquiries	2000
Audio-Visual Equipment Assistance	1070

You can call for assistance by using one of the internal telephones located in many of the coffee lounges and corridors. If a telephone line has been requested in your conference room, you may also dial from here.

All bedrooms have direct dial telephones with voice-mail. The phone number for each bedroom is +44 (0)1442 843\*\*\* – the last three digits being the bedroom number.

To get an external line from your conference room or bedroom, please dial 9 first.

## Meeting room

Your meeting room has been set up and equipped with audio-visual aids as requested. Should you need to make any changes or require additional equipment, please contact the Conference Department.

## Wi-Fi

Free Wi-Fi is provided throughout the Ashridge site. This is a secure service, and a password will be issued to you. Before arriving at Ashridge, please check that wireless access for your laptop or other device is NOT locked down by your IT team. If you need any further information or advice, please contact our Technology Services team at [technologyservices@ashridge.org.uk](mailto:technologyservices@ashridge.org.uk) or by telephoning +44 (0)1442 841070.

## Security

Ashridge takes no responsibility for items left unattended. Most meeting rooms are lockable, with keys available from Reception. It is advisable to lock your meeting rooms during breaks and overnight if you are leaving anything of value within.

Please ensure that all delegates wear their name badge during their stay. This helps us greatly with ensuring the security and safety of delegates while at Ashridge.

## Messages

Our Reception staff will be happy to take messages at any time and they will be left in the message tray outside your meeting room. It is our policy not to interrupt meetings, unless specifically asked to do so, or in an emergency.

## Personal accounts

All delegates should settle their personal accounts at the Cashier's Office before leaving Ashridge (unless prior arrangement has been made for personal accounts to be charged to the main client invoice). We accept payment by cash, cheque and all major credit cards.

## Departures

Please ensure all delegates vacate their bedrooms by 09:00 on the day of departure. Luggage may be left in the luggage store near Reception.

## Photocopying and other services

Please call at the Enquiry Office on the main corridor for photocopying, faxing, sterling exchange facilities and general enquiries.

## Mail

Outgoing mail is collected at 09:00 and 16:00, Monday to Friday. You will find the post box in the Lower Hall by Reception. Stamps can be bought at the Enquiry Office.

## Shopping

The Ashridge Bookshop, situated in the Library, sells books covering a wide range of management topics. Ashridge guidebooks, postcards, souvenirs and a selection of toiletries are available at Reception.

## Leisure facilities

The Lifestyle Centre (TLC) has a heated swimming pool, two squash courts, gymnasium, sauna, steam room and jacuzzi. Ashridge also has three tennis courts and a croquet lawn, as well as football and cricket pitches, a pitch and putt course and a jogging trail. Mountain bikes can be borrowed by contacting The Lifestyle Centre reception.

## The Lifestyle Centre

Monday to Thursday	06:30 – 21:30
Friday	06:30 – 21:00
Saturday and Sunday	07:00 – 19:00

The pool closes 30 minutes earlier than the TLC.

## Reception

Full Reception services are available:  
07:30 – 22:30

Overnight assistance is provided by the Night Managers: 22:30 – 07:30

## Dining

Breakfast	07:00 – 09:00
Lunch	12:30 – 14:00
Dinner	19:00 – 21:00

A selection of cuisine is available in the Main Dining Room. Please see the notice boards in coffee lounges for menus and other details regarding the opening of Scoops and Broughton.

## Bar

18:00 – 23:00 (open until midnight on Thursday)



**ASHRIDGE**  
house

Registered as Ashridge (Bonar Law Memorial) Trust.  
Charity number 311096.