



HARRIS MANCHESTER COLLEGE

SUMMER RESEARCH INSTITUTE 29th JUNE – 6th JULY

Welcome to Harris Manchester College. We hope you will have an enjoyable and worthwhile stay.

Coffee, tea and newspapers are available every day in the Senior Common Room (SCR) in the Main Building. Fruit and herbal teas are also available. There will also be a folder with details of concerts, plays and places to visit in and around Oxford. Please feel free to use this room at any time during your stay.

The Academic Office is situated next to the Senior Common Room, so please feel free to come and visit Helen Passey at any time during office hours, 9am – 5pm.

Drinks will be available in the Senior Common Room (or in the Quad if fine) from 6.15 pm every evening. All meals will be taken in the Dining Hall (the Arlosh Hall).

Dress is informal for breakfast and lunch; smart casual (no shorts) for dinner.

Sunday	College staff on duty from 10 am to greet and help you with luggage.	
	1.00 pm onwards:	Sandwich lunch, fruit, yoghurts and drinks available in the Old Dining Room (Ground Floor, Main Building).
	2:00 pm	Access to your rooms
	3.30 pm:	Tea available in the SCR and brochures about Oxford / Travel available
	6.15 pm:	Informal drinks reception followed by dinner at 6.45 pm
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Monday	8.00am – 9.00am	Breakfast
	9.00am	Meet Harris Manchester Staff in the Old Dining Room
	9.30 am - 11.00 am	Old Dining Room, Jonathan Boucard, IT Officer IT induction for those with laptops, to check your laptop and introduce you to the Oxford computer network.
	9.30 am - 11.00 am:	Old Dining Room, Sue Killoran, Fellow Librarian Sue will be on hand to look at how to access the electronic resources in Oxford especially the journals and databases and how to place stack requests. She can explore areas of particular interest to participants.
*For partners	11.00am	Bodleian Library Induction for those receiving Bodleian cards. Main Entrance, meet Katrina Malone Meet in the main entrance to walk across to the Bodleian Library. This will be your opportunity to collect your Bodleian card and have an induction to the Bodleian. Please bring your passport with you.
	1.00pm	Lunch
	6:15pm	Drinks Reception
	6:45pm	Dinner
	7:30 pm	After dinner speech given by the Principal of Harris Manchester College 'Introduction to Oxford' by Revd Dr. Ralph Waller

Tuesday	8.00am – 9.00am	Breakfast
	12.30pm	Lunch
	5.00pm	Lecture in the Charles Wellbeloved on Sustainability delivered by Dr Robert Brinkman.
	6:15pm	Drinks Reception
	6:45pm	Dinner
Wednesday	8.00 – 9.00am	Breakfast
	9.00 – 5.00 pm	Exhibition of Treasures from the Library in the Old Dining Room.
	1.00pm	Lunch
	1.45pm	Talk Given by Sue Killoran in the Library about the Exhibition
	6.15pm	Drinks Reception
	6.45pm	Dinner in the Arlosh Hall.
Thursday	8.00am – 9.00am	Breakfast
	1.00pm	Lunch
	1.45pm – 3pm	Walking Tour around Oxford with Dr Ralph Waller. (Sign sheet in SCR if you wish to join this trip)
	5.45pm	Drinks Reception
	6:15pm	Dinner in the Arlosh Hall.
Friday	8.00am – 9.00am	Breakfast
	1.00pm	Lunch
	5:30pm	Gather in the Foyer for Evensong in Christ Church Cathedral
	6:00pm	Evensong in Christ Church Cathedral (American Independence Day).
	7.00pm	Drinks Reception
	7.15pm	Dinner (Suits or jackets and ties should be worn). Presentation of certificates: to be given out after dinner.
Saturday	STUDY DAY	Please sign in for lunch and dinner on this day, list in the SCR
	8.00am – 9.00am	Breakfast
	1.00pm	Lunch
	6.15pm	Drinks Reception
	6.45pm	Dinner

Sunday 9.00 am: After breakfast please vacate your room and hand your keys in to the Bursary Office. You will be able to leave luggage in the Main Building for collection later in the day if necessary.

General Information for your stay

MAIL BOX

There will be a mail box allocated to SRI visitors in the post room. Please check regularly for any messages.

RECEPTION

The Reception Office is open from 8.30 am - 11.30 pm, and there is a night-porter on duty thereafter in case of emergency Tel: 07909 476586.

LAUNDRY

There is a launderette available in college with ironing facilities. Rooms will be fully serviced, with towels and toiletries supplied, as well as tea/coffee making facilities.

DRY CLEANING

Call Louise at Purple Label on 01235 820555 or email cleaner@purplelabel.co.uk. They will come and collect your items from College, and then return them. Please leave the correct money with the bursary team, so that Purple Label can be paid when they return your clothes.

TRAVEL

College staff (Helen and the Bursary Team) will be happy to advise on travel arrangements within the UK, places to visit, booking theatres and concerts etc. Selection of leaflets in the SCR will be available.

MEALS

If you are not going to be in college for any meals, please do inform the staff in the reception office, or the Steward, Nick Jefferies, in advance on tel. 71021.

CONTACT INFORMATION

General Enquiries

Helen Passey, PA to the Principal / Academic Administrator (tel 18082)

Helen.passey@hmc.ox.ac.uk

Libraries

Sue Killoran, the Librarian (tel 81472)

librarian@hmc.ox.ac.uk

IT

Jonathan Boucard, the IT Officer (tel 81462)

it-support@hmc.ox.ac.uk

Domestic arrangements

Clare Davis, the Conference Organiser (tel 71011)

clare.davis@hmc.ox.ac.uk

Sarah Oakley, the Housekeeper (tel 71022)

housekeeper@hmc.ox.ac.uk

Meal arrangements

Nick Jefferies, the Steward (tel 71021)