PRACTICAL
INFORMATION

# VENUE
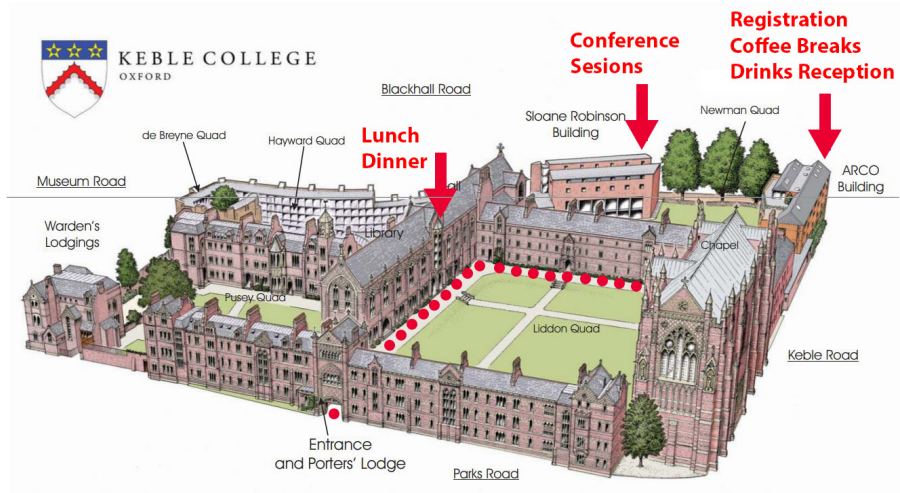
There will be clear signage on site.

Registration, coffee breaks and drinks reception: Arco Building

Conference Session: Sloane Robinson Building

- • O'Reilly Lecture Theatre: main floor
- • Douglas Price Room: first floor
- • Seminar rooms, meeting and quiet rooms: top floor

Meals (lunch and dinner): Keble dining Hall

# REGISTRATION

Registration will be open:

Wednesday 27 March at 13.30-14.00, Arco Building

Thursday 28 March at 8.30-9.00, Arco Building

## MEALS AND REFRESHMENTS

On Thursday and Friday, lunch will be served to delegates in the Dining Hall of Keble College - please arrive promptly. Tea and coffee will be served during morning and afternoon breaks. There will be a drinks reception on Thursday evening in the Arco room.

The conference dinners for all delegates will be held on Wednesday and Thursday night in the Dining Hall of Keble College.

All lunch and dinner meals will be vegetarian.

## MEETING AND QUIET ROOMS

Two rooms will be available for private meetings on the top floor of the Sloane Robinson Building. Attendees can book the rooms at the information desk, for a maximum of 60 minutes.

Two other quiet room will also be available to all (and non-bookable) on the rop floor of the Sloane Robinson Building - one as a quiet working space, and one as a prayer room.

## MEDICAL EMERGENCIES

Should you need assistance please contact the reception of Keble College.

Should you require urgent assistance, please dial the official national emergency telephone number 999.

## DISCRIMINATION AND HARASSMENT

The University of Oxford does its best to organise events that are as inclusive and friendly as possible, and it takes discrimination, harassment and issues relating with inappropriate behaviour seriously. We do not have any previous experience of such incidents happening, however, participants found to be engaging in behaviour that violates the code of conduct (see p.30) will be dealt with via the University's harassment procedures.

If you have witnessed or experienced incidents of discrimination and harassment we recommend that you take one of the actions listed in the code of conduct (p. 30)

## FIRE ALARM

There are no planned fire alarm tests, therefore if the alarm sounds please leave the building through the nearest fire exit.

# INTERNET ACCESS

For Wi-fi access please connect to:

Network: Keble

Password: RedBrickOxford

Next open your web browser to be redirected to the Keble registration website, click the "Begin Registration" button, select the name of the conference you are attending and follow the prompts on screen.

The conference password is: REACH19

Note: If you are not redirected to the Keble registration website then just try to browse to any non-https webpage (such as www.it.ox.ac.uk) to force the redirection.

If you are attending the meeting as a day delegate (not staying overnight at Keble)

please follow the above instructions, when room number is requested enter 0000.

# PHOTO EXHIBITION

The photos displayed in the Arco room were taken by our REACH Early Career Researchers in the field, highlighting aspects of their research. We hope you will enjoy them!

# RECYCLING

Please recycle as many of the items from this conference as possible. Badges can be reused for future events, and paper can be recycled, so please deposit anything you do not want in the box at the registration desk.

# USEFUL CONTACT INFORMATION

If you require assistance, please speak to one of the conference team wearing a red lanyard.

| Keble College Reception | Conference Office | Conference Office |
|---|---|---|
| enquiries@keble.ox.ac.uk | conference@keble.ox.ac.uk | reach2019conference@ouce.ox.ac.uk |
| +44 (0)1865 272727 | +44 (0)1865 272789 or 282322 | |

# CODE OF CONDUCT

REACH is committed to creating and maintaining a friendly, safe and inclusive environment at the REACH 2019 Conference, regardless of age, gender, sexual orientation, race, language, political or other opinion, national or social origin, disability, physical appearance, religion or other status. We value the participation of each attendee and want them to have an enjoyable and fulfilling experience. Accordingly, all attendees are expected to show respect and courtesy to other attendees throughout the conference. This code of conduct sets expectations for participant behaviour during the conference, and outlines how to report an incident of discrimination, bullying or harassment should the attendees experience them.

## All participants are expected to:

- Be considerate, inclusive, respectful and collaborative
- Refrain from intimidating, discriminatory, harassing or demeaning behavior (see unacceptable behaviour in the next section)
- Alert staff if you notice someone in distress

## Unacceptable behaviour:

Examples of unacceptable behaviour include: intimidation, harassment, bullying, discrimination, derogatory or demeaning conduct related to age, gender, sexual orientation, race, language, political or other opinion, national or social origin, disability, physical appearance, religion or other status. The University of Oxford takes harassment and issues relating to inappropriate behaviour seriously.

## Reporting unacceptable behaviour:

If you are being subject to or notice that someone else is being subject to unacceptable behaviour, or have any other concerns, please take one of the following actions:

- Report it directly to a member of the Conference staff – they will be wearing easily recognisable badges with a red lanyard.
- Report it by email to the conference organiser: REACH2019conference@ouce.ox.ac.uk
- Fill in our anonymous online form where incidents can be reported. The form will be sent to attendees by email prior the conference and can be accessed on the conference website.

We encourage you to report any form of discrimination or harassment. This will help us better understand the varying degrees of discrimination and harassment taking place, and explore how we can prevent them in future events.

All reports are confidential. All of our conference staff (including all volunteers) will have received appropriate training in dealing with a report of unacceptable behaviour.