

GUEST INFORMATION

Reception

Reception has staff on hand 24-hours a day. If you have any problems with your bedroom, bathroom or kitchen, please contact Reception (Ring 25975 from your room telephone) in the first instance.

Reception has some useful items on sale – such as; toothpaste, toothbrushes, razors, phone cards etc.

Also available on loan: irons and hairdryers (£5 deposit is required).

Bedroom / Kitchen Facilities

In your bedroom, you are supplied with: duvet, fitted sheet and two pillows, bath towel, hand towel, bath mat and soap.

The heating is turned off in the bedrooms during the summer (June – September) if you are cold and would like extra bedding, please contact Reception (Ring 25975 from your room telephone).

Please note that we do not supply any toiletries (e.g. shower gel / shampoo etc).

Kitchens are equipped with: kettle, cups and saucers, teaspoons, tea/coffee, milk, tea towel, washing-up liquid and washing-up cloth.

Bedrooms and kitchens are serviced daily.

Fire Detectors

Each room is fitted with a fire detector. Please be aware that these detectors are extremely sensitive and can be set off by hair dryers, hair straighteners, large amounts of hair spray etc. It is advisable to open your room windows if you are using these types of equipment or styling products.

Telephones

Telephones are provided in each bedroom (operating instructions are included in this pack). Phone cards can be purchased from Reception. Public telephones are situated around the main Highfield campus.

Health & Safety

For your personal safety you will find a range of security measures in place, from digital locks to uniformed patrolling officers. However, we would urge you to take basic everyday precautions when staying in the Halls of Residence:

- Don't leave valuables in unoccupied rooms
- Always lock your bedroom door; even for the shortest time
- Keep your keys safe and the door codes confidential
- If you are on the ground floor; use the window locks and catches and close the curtains when you are out
- Remove items from view in your car and always keep it locked
- Report any suspicions to Reception or University Staff; in an emergency call the police directly

Fire Evacuation

Fire instructions are provided in your bedroom – please familiarise yourself with the emergency procedures.

Medical Services

University Health Centre is situated on the main Highfield Campus
Opening hours are Monday to Friday 8.00am - 12.30pm and 2.00pm - 5.00pm
Telephone 023 8055 7531.

Southampton General Hospital has Accident & Emergency and eye units
Telephone 023 8077 7222.

Laundry

Laundry facilities are available at your Halls of Residence – please ask at Reception for details.

Local Information

Shopping - The local shopping centre is Portswood, which has a range of shops, banks and supermarkets. Southampton town centre has a vast range of shops, banks and restaurants. The town centre is a short taxi or bus ride from the University.

Banks - On the main Highfield Campus you will find a range of banks including Barclays, Abbey and Lloyds TSB, along with a bookshop and a Post Office. The Student Union Shop is open 10:00–16:00 Monday to Friday and sells a range of goods including fresh produce, newspapers, magazines and confectionery. There is also a cash point situated outside of the Student Union shop, as well as outside the banks.

Hairdresser - Shine Hairdressing is located on Highfield Campus above the Student Union Shop - contact directly www.shine-southampton.co.uk or 023 8059 5060

Travel - The Uni-link bus service operates a wide service around Southampton – please telephone 023 8059 5974 or visit www.uni-link.info for further details and timetables. The main Interchange for the Uni-link bus service is situated on the Highfield Campus. There are Uni-Link bus stops outside of your Halls of Residence on the main road.

Catering during your stay

Catering is provided in accordance with your conference programme. Please refer to your conference programme or Halls of Residence Reception for confirmation of times.

Vending machines are available in your Halls of Residence and throughout our main Highfield Campus and Avenue Campus.

If you wish to buy additional catering, our retail outlets are open Monday to Friday serving drinks and snacks – check opening hours on line www.catering.southampton.ac.uk/retail

Sports Facilities

A fitness suite, 25m 6-lane swimming pool and 8-court sports hall are available at the Jubilee Sports Hall on the main Highfield Campus. Contact Reception on 023 8059 2119 or visit the website: www.sportrec.soton.ac.uk.

Smoking

Please note that it is illegal to smoke in any building throughout all University of Southampton campuses. This also applies to all bedrooms, dining rooms and social areas in the Halls of Residence.

Departure

All bedrooms must be vacated by 9:30am on your day of departure. Please ensure your key is returned to main reception at your Halls of Residence. A charge of £25 per key is made for any missing / lost keys.

Conference delegates arriving back to their Halls of Residence late are requested to return quietly.


The Halls of Residence are often populated with other residents and are located in residential areas – so please be respectful to others.

TELEPHONE / INTERNET SERVICE

Freewire Telephone

- Your Freewire phone must be connected to:
 - a) The power socket via the power unit provided
 - b) The network using a Ethernet/LAN cable connected to the data socket on the wall in the room



 move networks

How to use your Freewire Phone

Connecting your phone

Your phone will be connected to the data socket in your room and to a power outlet. Please leave all cables supplied with the phone in the room when you move out. *There will be a charge for any missing cables.*

You may connect a computer into the phone using the cable provided. Ensure that the phone is plugged into the power socket and that the power is on and connect as normal.

Your phone number

Your phone (handset) number is the number shown on the display. It should have three numbers followed by three to five digit extension number e.g 033338 4xxxx. If your phone number is not displayed simply turn the phone off, wait for 30 seconds and turn it back on again. The phone will take 5-7 minutes to connect to the internet. Once it has done so, your phone number will be displayed.

Making Calls


Internal Calls


It is free to call extensions within the Halls, the University network and other bedrooms.

You simply pick up the handset, dial the extension number and press the 'send' button.

Freewire Telephone

- The Freewire Top-Up card offers two options:
 - a) The means to buy call minutes without the need of a credit/debit card
 - b) Can be used as a 'calling card' (no Freewire account) to make calls from a normal telephone or BT Payphone until the balance is zero or expired





External Calls (landlines and mobiles)

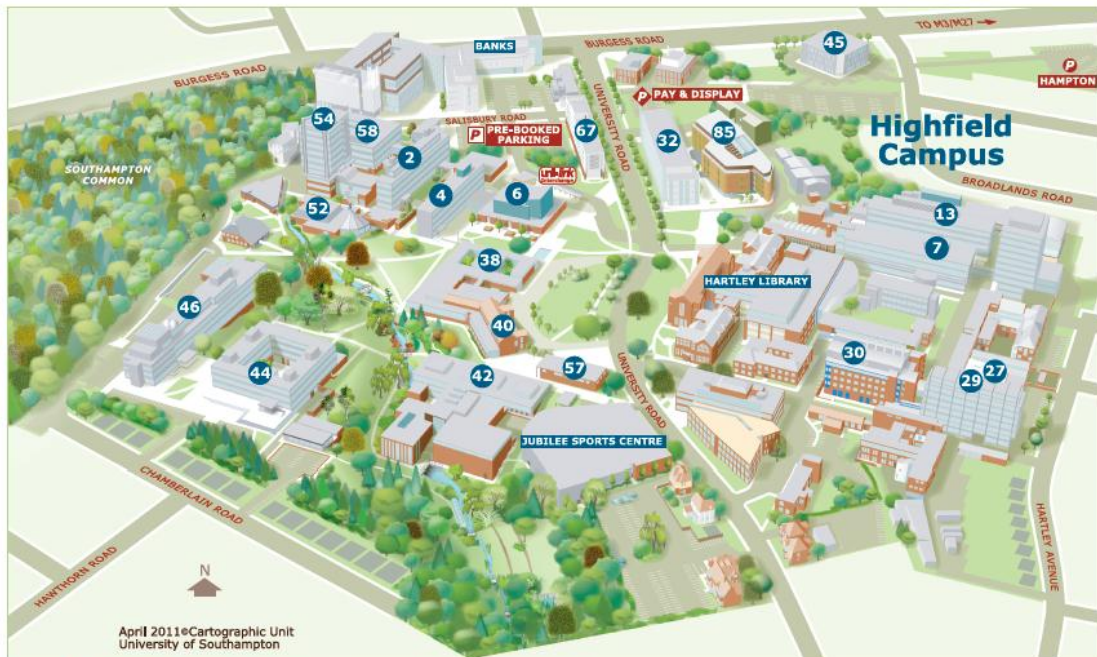
To do this you need to have a "Calling Card" which can be purchased from Reception at £5 each.

To make a call – enter the destination phone number and press 'Send.'

If there is no credit on the phone you will be prompted to enter the calling card number and pin which are found under the scratch off panel. Once you have done this the call will be routed to its destination.

Internet Access

Connect your laptop to the ethernet cable in the back of the telephone (this should be connected to the PC port)



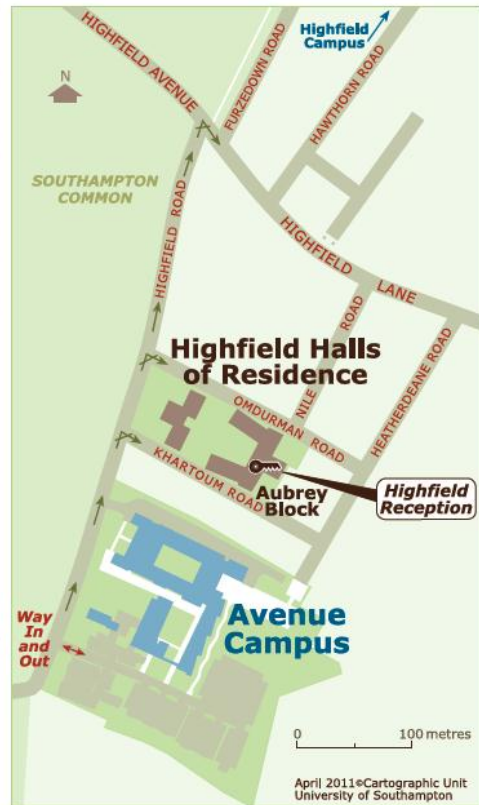
April 2011 ©Cartographic Unit
University of Southampton

Conference and Hospitality Facilities

2 Management School	27 Chemistry	42 Piazza	52 Turner Sims
Music	29 Chemistry	Students' Union	54 Mathematics
4 Law School	30 Chemistry	44 Shackleton Building	57 Students' Union Shop
6 Nuffield Theatre	32 EEE Building	45 Centre for Innovation and Leadership in Health Sciences	58 Murray Building
7 Lanchester Building	38 Staff Social Centre	46 Physics & Astronomy	67 Nightingale Building
13 Tizard Building	40 Conference Office	52 Turner Sims	85 Institute for Life Sciences
	Garden Court	54 Mathematics	



April 2011 ©Cartographic Unit
University of Southampton



April 2011 ©Cartographic Unit
University of Southampton