



# college+

We offer residential conferences throughout the year.

In vacation periods delegates are able to stay on-site at the College in comfortable en suite study bedrooms. The rest of the year we arrange accommodation at nearby branded hotels and transportation for delegates – and all included within our 24 hour delegate package.



- ✓ Administrative support in the lead-up to and during your event.
- ✓ All inclusive rates makes for simple and accurate budgeting.
- ✓ Transport available between Robinson College and hotels.
- ✓ One invoice means you pay us and we take care of the rest.
- ✓ Delegate+ aids the booking process.
- ✓ Catering takes place at Robinson College, enabling you to network.

Part of **service+**

Our Service+ product that enables you to benefit from using the College meeting and catering facilities and staying overnight in a local hotel for which we make all the arrangements on your behalf.

## How does it work?

- ✓ We prepare a proposal for you, including quotation, for an inclusive residential conference package for the facilities and services you are looking for.
- ✓ You make your residential conference booking direct with us. Your contract will be with us for the entire event.
- ✓ We will make the bookings for the off-campus accommodation and transport elements on your behalf. We will draft a Letter of Authority for you to issue to the hotel and transport suppliers so that they will set you up with an account.
- ✓ On arrival, delegates register for the conference at Robinson and also 'check-in' to their hotel rooms. We bring the hotel key cards to the College, making life as simple as possible.
- ✓ At an agreed time after dinner, suitable coaches will be ready to transport delegates from the College to their hotel.
- ✓ The next morning, delegates simply board the coaches to return to Robinson for a networking breakfast before the business day starts.
- ✓ With car parking conveniently close to the College, there's no need to return to the hotel after the conference ends.
- ✓ We pay all invoices on your behalf.
- ✓ We prepare a Statement of Account which lists all of the invoices (our own and the other suppliers') and shows the total amount payable.
- ✓ Payment is made direct to Robinson College – one payment, hassle-free.



To book or for more information  
call the conference office on  
**01223 332859** or email  
[conference@robinson.cam.ac.uk](mailto:conference@robinson.cam.ac.uk)



**Robinson College**  
University of Cambridge