



OXFORD WORKSHOP LOGISTICS INFORMATION

We look forward to the upcoming Workshop that will take place at Christ Church, University of Oxford. **Please carefully review all of the following information to prepare for your travel and participation.**

Air Travel. If the ICLRS purchased your airline tickets, they should be electronic. Your final flight itinerary lists an eTicket Receipt number under a shaded bar, below the information on your first flight. Please contact Deborah Wright immediately if your final itinerary does *not* have an eTicket Receipt number, or if you have questions about your itinerary: wrightde@law.byu.edu; office +1 (801) 422-6842; mobile +1 (801) 360-2793.

Luggage. Please follow airline guidelines on size, weight, and number of bags allowed. Participants are expected to cover their own excess luggage fees.

Missed Flights. If you miss a flight or encounter delays, please inform Debbie Hall in the BYU Travel Office (or the afterhours service), Deborah Wright, and/or another of the Emergency Contacts below, as quickly as possible so we can help you make travel-plan adjustments and advise Workshop organizers of any necessary scheduling changes.

Emergency Contacts

Debbie Hall, BYU Travel Office

Debbie_Hall@byu.edu

+1 801-422-7173

+1 801-422-3872 to be directed to the afterhours service

Deborah Wright

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Mobile/WhatsApp: +1 513-884-7113

Electronic Travel Authorisation for US Citizens. The UK government now requires US citizens to apply for [Electronic Travel Authorisation](#) (ETA) prior to traveling to the UK. The process takes only a few minutes and costs approximately \$26 (£20). After an application is submitted, notification of ETA approval is generally sent via email within three days—and often within 24 hours. The easiest way to apply is by downloading the government’s “UK ETA” app on your phone. The UK government’s [website](#) offers information on how to do this and provides answers to FAQs.

Caution: Be sure to apply for your ETA through the UK government’s app or website rather than a third-party app/ website. Third-party companies will often pop up first in google or app-store search results. The UK government’s website has a “gov.uk” URL.

Health and Testing Requirements. Currently there are no health-related testing requirements to enter the UK on a visitor visa or an ETA.

Ground Transportation Between the Airport and Oxford. [The Airline coach/bus service](#) provides fast, comfortable transportation between London airports and Oxford.

Instructions for pre-purchasing coach tickets from either Heathrow Airport or Gatwick Airport can be found in the ICLRS document *Oxford Workshop Travel Between Heathrow [or Gatwick] Airport and Christ Church*, to which you received a link.

When you arrive in London, you will proceed through Passport Control, collect your luggage, and exit the airport according to the instructions on your prepaid ticket PDF receipt. (You can also follow links for information on locating the stations/stops at [Heathrow](#) and [Gatwick](#).) The coach ride from Heathrow to Oxford takes approximately 90 minutes; the ride from Gatwick to Oxford takes approximately 2 to 2.5 hours.

Obviously, the ICLRS would much prefer to reimburse for a less-expensive coach ticket (~£32–35 roundtrip). However, if you cannot take the coach, you may arrange for a taxi (at the official taxi stand just outside the airport exit), an Uber through the Uber app, or a private car through [Borjan Taxi](#). Taxi/Uber/private car transportation from Heathrow to Oxford will likely range from £90 to £140 for a single passenger.

For your return trip. You can take an Uber or a taxi from St Aldates to the [Gloucester Green Bus Station](#), where you can board a return coach to the airport. (Bus stops closer to St Aldates are available, but we’ve found the Gloucester Green station to be the most reliable location to catch the

bus.) You cannot hail taxis in Oxford, but you may book a taxi either (1) in person at the [001 Taxi office](#) close to Christ Church, (2) by calling 001 Taxis at +44 1865 240000, (3) through the 001 Taxis [website](#), or (4) via [WhatsApp](#).

For information on reimbursement of ground transportation costs, see “Reimbursements” below.

Checking in at Christ Church

- **For those staying at 117 St Aldates.** As indicated in our bus/coach service instructional document, you will get off the bus at [Stop H5](#), located in front of Christ Church’s [Tom Tower/Gate entrance](#). At Tom Gate, a porter can direct you to the Porters’ Lodge, just inside the gate to the left, marked by a sign. You will check in at the Porters’ Lodge to receive your room number, lanyard, and key. The porters may ask to see your passport. **Check-in is after 3:00 p.m.** on your indicated arrival date. If you arrive before that time, you may check your luggage with the porters and explore the city.

Your key fob and lanyard identify you as a Christ Church “resident.” For residents, Tom Gate is open daily, 7:00 a.m.–7:30 p.m. (For visitors, it is open Mondays–Saturdays, 10:00 a.m.–5:00 p.m.).

The Porters’ Lodge is open all hours. If the gate is closed, to alert the porter you may push a button on the left-hand side of Tom Gate, or you can call: +44 1865 276150.

Once you’ve checked in, you can take your luggage to [117 St Aldates](#).

- **Walking directions.** After exiting Tom Gate, you will cross the road with your luggage, turn to the right, and walk up the road [about 0.2 mile](#) to 117 St Aldates, located next door to the Sainsbury’s Local grocery store. (In [this photo](#), the 117 St Aldates door is on the far left, with the octagonal window above the door.)
- **For those staying in other accommodations.** Day 1 of the Workshop will begin with lunch in the Christ Church Dining Hall at 12:30 p.m. You may choose to walk or take a taxi or Uber to [Christ Church’s Tom Tower](#) entrance. Between 12:20 and 12:30 p.m., a member of the ICLRS will meet you at [Tom Gate](#) with a lanyard, which will allow you entry into Christ Church and the Dining Hall (for lunches on Workshop Days 1 and 2). You will need to keep your lanyard with you on both days of the Workshop to gain entry to Christ Church. Please return your lanyard to an ICLRS team member at the end of Day 2.

Accommodations

For participants not staying at 117 St Aldates. You should have received confirmation of your accommodations through ICLRS Conference Liaison Tonya Gage and/or BYU Travel Agent Debbie Hall. Please contact Deborah Wright with any questions: wrightde@law.byu.edu.

For participants staying at 117 St Aldates (Christ Church student housing). Our accommodation at [117 St Aldates](#) is just up the road, on the opposite side, from Christ Church’s Tom Tower and is located next door to a small Sainsbury’s Local grocery store. (Again, in [this](#)

[photo](#), the 117 St Aldates door is on the far left, with the octagonal window above the door.) You can read about [St Aldates accommodations here](#). St Aldates provides the following:

- As mentioned above, you will receive a lanyard and key fob when you check in at the Porters' Lodge.
 - You must show your lanyard to the porters at Tom Gate each time you want to enter Christ Church.
 - You must use your key fob to gain access to the entrance of St Aldates and to take the elevator to your floor.
 - To activate electricity in your room, you must insert your key fob in the box on the wall, just inside the door.
- Linens and towels are changed weekly. Trash is removed from rooms daily.
- A free laundry facility is on the ground floor, including two washers and two dryers, two irons, and two ironing boards. It is accessible with your key fob. You must provide your own laundry detergent (available at Sainsbury's next door). If the St Aldates laundry room is closed for repairs, two other free laundry facilities are available at Christ Church, accessible with your key fob.
- A [Guest Information booklet](#) is provided in each room.
- Free Wi-Fi (with code) is available in each room.
- All rooms have a small refrigerator, tea/coffee-making equipment, and a small safe for valuables.
- All rooms have a small ensuite bathroom and a hairdryer. There are no electrical outlets in the bathroom, so if you need a mirror to dry your hair, you may want to bring a small mirror from home.
- A [Boots Pharmacy](#), the [Westgate Shopping Mall](#), the historic [Covered Market](#), and shops on the [High Street](#) are all within easy walking distance of 117 St Aldates, in addition to [Sainsbury's](#) and [Tesco Express](#) grocery stores.
- **Check out is by 10:00 a.m. on your day of departure** and requires depositing your key fob and lanyard in the check-out box located in the St Aldates entry hall. There is no need to check out at the Porters' Lodge.
- ***If you have issues or concerns with your St Aldates accommodations***, or you need to request a new check-in or check-out date/time, please inform Holly Lesan who will liaise with the porters (rather than communicate directly with the porters): holly.lesan@iclrs.org; +1 513-884-7113.

Schedule and Program. Generally, Workshops begin on Day 1 at 12:30 p.m. with lunch in the Christ Church Dining Hall. Afternoon sessions are followed by a group dinner at a local restaurant.

Day 2 sessions begin after breakfast. Depending on the number of participants, the Workshop may conclude on Day 2 with lunch in the Dining Hall or after one or two afternoon session(s).

We will send a link to a detailed Workshop program two weeks before the Workshop begins. The online program is subject to change but will be kept as current as possible. Printed programs will be provided on Day 1 of the Workshop.

Meals, Drink, and Special Dietary Requirements

- **For participants staying at 117 St Aldates.** Weekday breakfast (7:30–9:00 a.m.) and lunch (beginning at 12:30 p.m.) will be provided in the Christ Church Dining Hall for the duration of your stay. (On Saturday and Sunday, breakfast generally is served 8:00–9:30 a.m. Lunch is not served.)

Partners/spouses staying at 117 St Aldates may eat breakfast in the Christ Church Dining Hall; however, they generally are not permitted to eat lunch in the Dining Hall unless they attend the Workshop. If your partner/spouse is planning to attend, please inform Holly Lesan as soon as possible so she can inform Christ Church personnel: holly.lesan@iclrs.org.

For participants staying elsewhere. Only lunch—not breakfast—is provided on Workshop Days 1 and 2 in the Christ Church Dining Hall. Partners/spouses are not permitted to eat lunch in the Dining Hall unless they attend all or a portion of the Workshop. If your partner/spouse is planning to attend, please inform Holly Lesan as soon as possible so she can add their name to the Christ Church guest list: holly.lesan@iclrs.org.

A group dinner will be held at the end of Day 1 at a local restaurant; details will be included in the Workshop program. Dinner on Day 2 will be on your own.

The Christ Church Dining Hall offers a variety of food options to meet most dietary needs.

Those who indicated in their online registration that they have special dietary needs will receive upon check-in at Christ Church a laminated card indicating dietary needs. You may show that card to Dining Hall personnel to request diet-friendly foods. If you have meal-related questions, contact Holly Lesan: holly.lesan@iclrs.org.

PLEASE NOTE that the ICLRS *cannot* provide, pay for, or reimburse for alcohol or related taxes, per Brigham Young University policy.

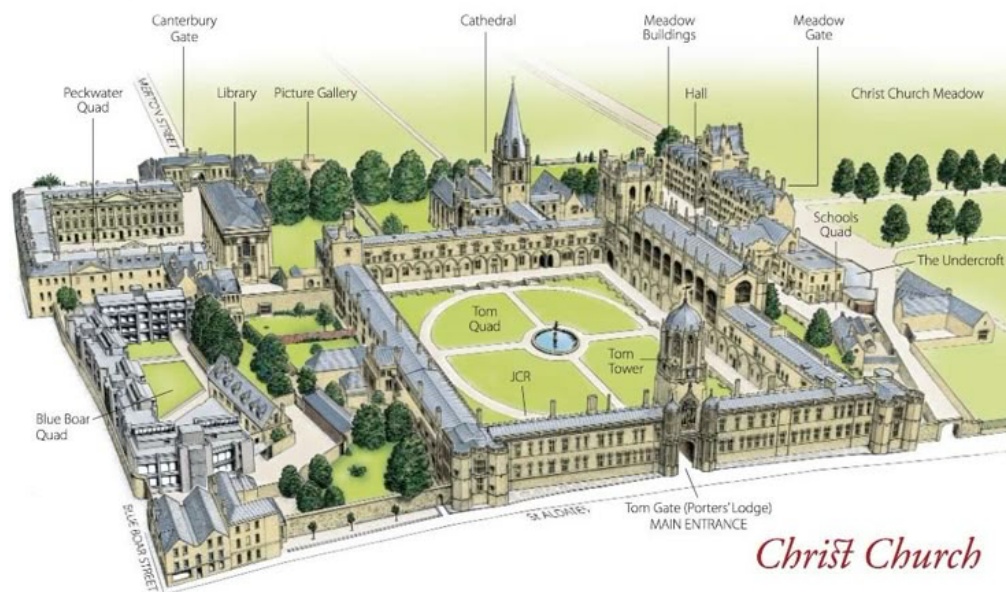
Dress. Dress is business-casual attire. The Dodgson Room does not have air conditioning, so in the event of hot weather, feel free to wear lighter, more casual clothing.

Weather. You can check the 10-day Oxford forecast [here](#) (Fahrenheit) or [here](#) (Celsius).

Money. In Oxford's city center, close to Christ Church, you can exchange your local currency for British pounds at a bank, the [post office](#), [Senli Cash & Go](#), or [Marks & Spencer Travel Money Bureau](#). Generally, airport exchange kiosks will offer worse exchange rates. We have found that,

post-COVID, most commercial outlets in Oxford either prefer credit card/contactless purchases or are cashless.

Venue. The Workshop will take place in the Dodgson Room, located along the right side of the Christ Church quad, when you enter through [Tom Gate](#). (See map below.) The porters will allow you entrance if you wear/display your Christ Church lanyard (which St Aldates residents will receive upon check in to Christ Church). Again, **those not staying at 117 St Aldates** should meet an ICLRS team member at Tom Gate on Day 1, between 12:20 and 12:30 p.m., to receive a lanyard. The porters can direct you to the Dining Hall and the Dodgson Room, the latter of which should be marked by a small sign on a stand posted outside the entry.



Christ Church No-Child Policy. Christ Church has a policy of not allowing children under the age of 18 on site. An exception is made for children participating in a purchased tour with an adult guardian.

PowerPoint Presentations. PowerPoint slides are not required or even expected. If you would like to use PowerPoint slides, please (1) send a copy of the file to ICLRS Communications Specialist Blythe Shupe (shupeb@law.byu.edu) 48 hours prior to the Workshop **and** (2) bring a copy on your personal laptop computer. Running your slides from your personal laptop will preserve formatting and fonts. But we will maintain a copy in case of technical issues and can run the presentation from an ICLRS computer, if necessary.

Security. Participants are advised to use licensed private transportation companies for their transportation needs. Participants should always be vigilant and aware of their surroundings and should never leave their bags and other personal effects unattended.

Voltage. The standard voltage in England is 230V, and the frequency is 50 Hz. Adapters to UK voltage are available online or in UK stationery/office supply shops. Hair dryers may require an additional voltage converter; therefore, we recommend you use the hairdryer provided in your accommodation.

Touring. We would encourage you to take advantage of your time in the UK and Oxford to visit historical or other sites. However, the ICLRS cannot be responsible for making tourism arrangements or covering any such costs.

Reimbursements. The ICLRS may reimburse for the following expenses after the Workshop: visa or ETA application costs, ground transportation related directly to the Workshop, and meals not otherwise provided on Workshop days. Again, the ICLRS cannot reimburse for alcohol purchases or associated taxes.

PLEASE NOTE that itemized receipts (submitted in PDF or photo form) are absolutely required for reimbursement. The ICLRS cannot provide reimbursements without itemized receipts, nor can we provide cash reimbursements at the Workshop. Please send itemized receipts collectively, after the conclusion of the Workshop, to Deborah Wright: wrightde@law.byu.edu.

Per BYU policy, US residents are reimbursed via paper checks delivered by post; they must submit a physical address if one was not submitted via online registration. Non-US residents will be reimbursed by wire transfer and must provide the following information:

- Name of person being reimbursed
- Payee's email address
- Payee's phone number
- Name of banking institution
- Address of banking institution (include city, street, zip code, and country)
- Payee's name as it appears on the bank account
- Payee's mailing address attached to the bank
- Payee's bank account information
 - *If international:* an IBAN & SWIFT code
 - *If in the United States:* an account number and routing number
- Currency in which payee would like to receive the money

We appreciate your willingness to contribute to this significant Workshop and look forward to gathering with you in Oxford soon.

*The International Center for Law and Religion Studies
J. Reuben Clark Law School, Brigham Young University*