

for organisations
for individuals



General information for Ashridge programme participants



ASHRIDGE

Travelling to Ashridge

Arriving by road

A local route map is included in this brochure. As you approach Ashridge, signposts indicate that it is a private toll road. No fee is payable by programme participants. Please also take care when driving over the ramps on this section of road.

We advise you to leave your luggage in your car until you have checked in so that Reception can direct you to the most convenient parking area. Open-air parking facilities will be available for the duration of your programme.

Petrol and garage services are available in Berkhamsted.

Arriving by rail

The nearest railway station is Berkhamsted, which is four miles (six kilometres) from Ashridge. Trains for Berkhamsted depart from Euston Station in central London. The journey time is approximately 35 minutes.

A train timetable is available on request and a courtesy car from Berkhamsted station can be arranged. You can also be picked up from other railway stations but a charge will be made for this.



Arriving by air

Ashridge is around 45 minutes drive from London Heathrow, 90 minutes from London Gatwick and London Stansted, 30 minutes from London Luton, and 1 hour 45 minutes from London City.

We can arrange for a car to meet you at the airport. Please give at least 48 hours' notice. A charge, which will be added to your account, will be made for this service.

The scale of charges from the following airports can be obtained by telephoning Ashridge on:

+44 (0)1442 843491

- London Heathrow airport
- London Gatwick airport
- London Stansted airport
- London Luton airport
- London City airport.

The driver will be waiting for you in the arrival hall at the airport, holding an 'Ashridge' sign. *(Please note that at*

London Heathrow Terminal 5, the driver will be waiting in the Costa Coffee area). If for some reason, such as a change in the time of arrival, you are unable to contact your driver, go to the airport Information Desk where they may be waiting for you; or ask the Desk to page the driver. If that fails, ring Ashridge on 01442 843491 for advice.

If you decide to hire a taxi, make sure that it is a properly registered vehicle and agree the fare before starting the journey.



Facilities

Ashridge House

Ashridge is set in a 150-acre country estate in an idyllic location in the Chiltern Hills. In the course of a history spanning 700 years it has been the home of a religious order, then briefly a royal residence (Elizabeth I), and later the mansion of dukes and earls, including the Duke of Bridgewater. Since 1959 Ashridge has carried out sympathetic restoration and extensive modernisation, including the addition of 179 modern bedrooms, plus 11 executive bedrooms.



Accommodation

Your individual study bedroom is situated in a modern building. All rooms are centrally heated, comfortably furnished and equipped with full en-suite bathroom facilities. The following equipment is standard: universal shaver point (240V), radio/clock alarm, colour television, telephone with voice-mail facility, tea/coffee-making equipment, hair-dryer and safe.

If your programme spans the weekend, you are of course welcome to leave your belongings in your room even if you are not actually staying at Ashridge.

Bedrooms are guaranteed to be ready by 15.00. We request that you vacate your bedroom by 09.00, before sessions start, on the day of your departure.

Food and drink

We pride ourselves on the high standard of our catering. There is always a wide choice of menu in our main dining areas for breakfast, lunch and dinner – including a vegetarian option.

If you have any special dietary requirements, please let us know in advance.

Meals are served at the following times:

Breakfast	07.00 – 09.00
Lunch	12.30 – 14.00
Dinner	19.00 – 21.00

We also keep a well-stocked bar and wine cellar. The bar is open from 18.00 – 23.00 (to midnight on Thursdays). A selection of hot and cold bar food is available. Purchases from the bar can be paid for in cash or charged to your personal account.

Services

Money

The Cashier's Office will be pleased to cash personal cheques or travellers' cheques. Personal accounts covering transport and laundry charges, telephone calls, bar bills, and other sundry items are prepared at the end of each programme and these accounts should be settled by cash, cheque or foreign currency before departure. Major credit cards are also accepted and will be registered on check-in.

The Library

The Library provides an extensive list of books, publications, technical journals and learning materials – both in print and online – to support the needs of programme participants. It is staffed by a professional team who provide specialist knowledge and support. Wi-Fi and PCs are available in the study areas.

Shopping

The Bookshop, situated in the Library, sells books covering a wide range of management topics, as well as guidebooks, postcards, and prints. Toiletries, medicines and gifts can be purchased in the Enquiry Office.

Telephones

All bedrooms have direct-dial phones with voice-mail facility. An external telephone line can also be installed in or near your main teaching room by prior request.

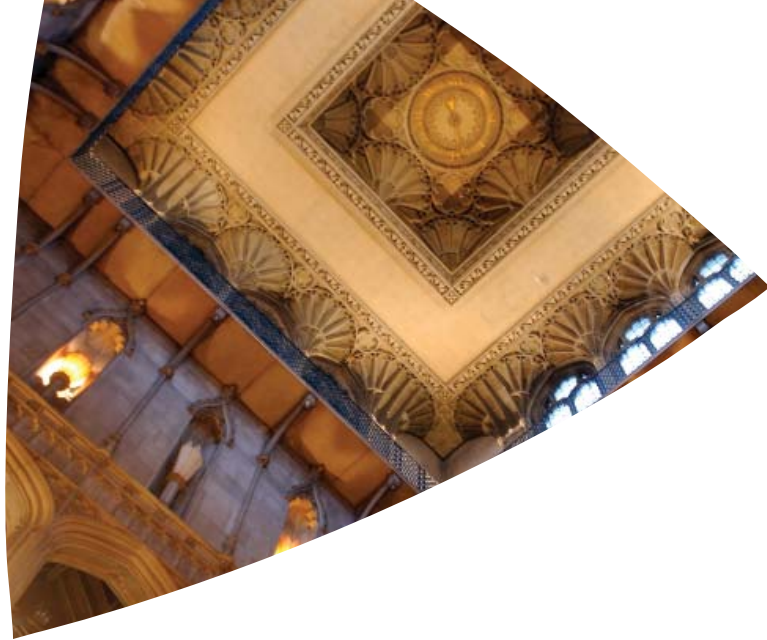
Wi-Fi

Free Wi-Fi is provided throughout the Ashridge site. This is a secure service, and a password is provided to you. Before arriving at Ashridge, please check that wireless access for your laptop or other device is NOT locked down by your IT team. If you need any further information or advice, please contact our Technology Services team at technologyservices@ashridge.org.uk or by telephoning +44 (0)1442 841070.

Power requirements

All mains power supplies are UK 3-pin at 240 volts. Plug adapters are on sale in the Enquiry Office.





General

Health and Safety

A member of your programme team will take you through the emergency procedures in case of fire.

Please ensure you familiarise yourself with the location of all exit routes and fire alarm points in all areas relevant to your stay at Ashridge.

For security reasons we ask that all participants and visitors wear name badges during their stay.

All meeting rooms are lockable, and all bedrooms are fitted with a safe.

The site is covered by CCTV cameras and patrolled by a security team. Even so please take reasonable precautions with your belongings.

We want to make your stay at Ashridge as enjoyable and productive as possible, so please let us know in advance if you have any special needs. Facilities available include bedrooms adapted for the safety and comfort of disabled people.

A qualified First Aider is on duty at all times. Please contact Reception (dial 2000; or, in emergency, 2222) if you require assistance.

Smoking

In compliance with current UK legislation, smoking is not permitted within any enclosed area on the Ashridge site.

Working materials

We provide all the working materials you are likely to require, from paper and pens to computers and video-recording equipment.

Ashridge offers a wide range of learning support services: management library, books, journals, videos, audio-cassettes, online and compact disc services, facilities for media production, language and computer-aided learning. You are encouraged to take full advantage of these extensive facilities to support your self-development during your stay.

Dress

Smart casual clothing can be worn at all times. Some programmes do have working dinners where you may feel more formal dress is appropriate.

Sportswear should be worn when using the sports facilities, sauna, swimming pool, etc. Please bring your own sportswear with you.

Laundry

Ashridge operates its own laundry and dry cleaning service which is available to all participants. Clothes will be cleaned and returned to your room within 24 hours (Monday – Friday only). A charge is made which will be added to your personal account.

All bedrooms have an iron and ironing board.

Messages

The full address is:
Ashridge, Berkhamsted,
Hertfordshire HP4 1NS, United Kingdom
Telephone: +44 (0)1442 843491
Fax: +44 (0)1442 841209
Email: contact@ashridge.org.uk

Reception staff will take messages for you at any time: these will be placed on the message board in the main corridor or in the message tray outside your teaching room. Please ask anyone likely to be contacting you to quote the name of the programme you are attending. It is our policy not to interrupt sessions to give messages unless advised otherwise or in an emergency.



Medical treatment for visitors to the UK

You are advised to check with your health authority before leaving your country to find out whether or not you are entitled to free NHS treatment for medical conditions that occur or worsen during your stay in the UK.

It is at the doctor's discretion whether or not to make a charge if asked to treat a pre-existing condition.

If you are not entitled to free NHS treatment you will be expected to pay any charges at the time the treatment is received.

All visitors to Ashridge are advised to take out adequate medical insurance cover.

Fitness and relaxation

Ashridge provides a wide range of indoor and outdoor activities if you would like to combine your work sessions with exercise. Services at The Lifestyle Centre (TLC) include fitness assessment, personally tailored fitness programmes, weight-loss and diet analysis, personal sports coaching, massage and back care, and exercise and relaxation classes. Detailed information can be found in your bedroom.

The Centre has a well-equipped gym, heated swimming pool, two squash courts, sauna, steam room and jacuzzi.



Outdoor facilities include tennis courts, a pitch and putt course, croquet lawn and cricket and football pitches. Members of the Ashridge staff are willing to field teams if sufficient participants are interested in playing.

Within the Ashridge estate there is a jogging trail and the surrounding gardens and woodlands are ideal for walking or running. Mountain bikes can be borrowed by contacting the Lifestyle Centre. There are also two golf courses nearby. If you want to hire a car during your stay, the Enquiry Office will be happy to arrange it for you.

Visitors

Welcome to families

Ashridge is pleased to welcome members of your family on Sundays, to suit your programme timetable. You can personally show them around the house and gardens and make use of the leisure facilities. Ashridge cannot be held liable for any accidents or personal injuries that might occur during these visits. It is essential that children under 12 should be under adult supervision at all times.

Lunch can also be provided for your family. It is helpful for our catering staff to have advance notice of extra meals required. The charge for lunch will be added to your personal account.

Visitors

You are welcome to invite an appropriate business colleague from your organisation to visit you during your stay. No charge is made for meals, although we do request that reasonable notice be given.

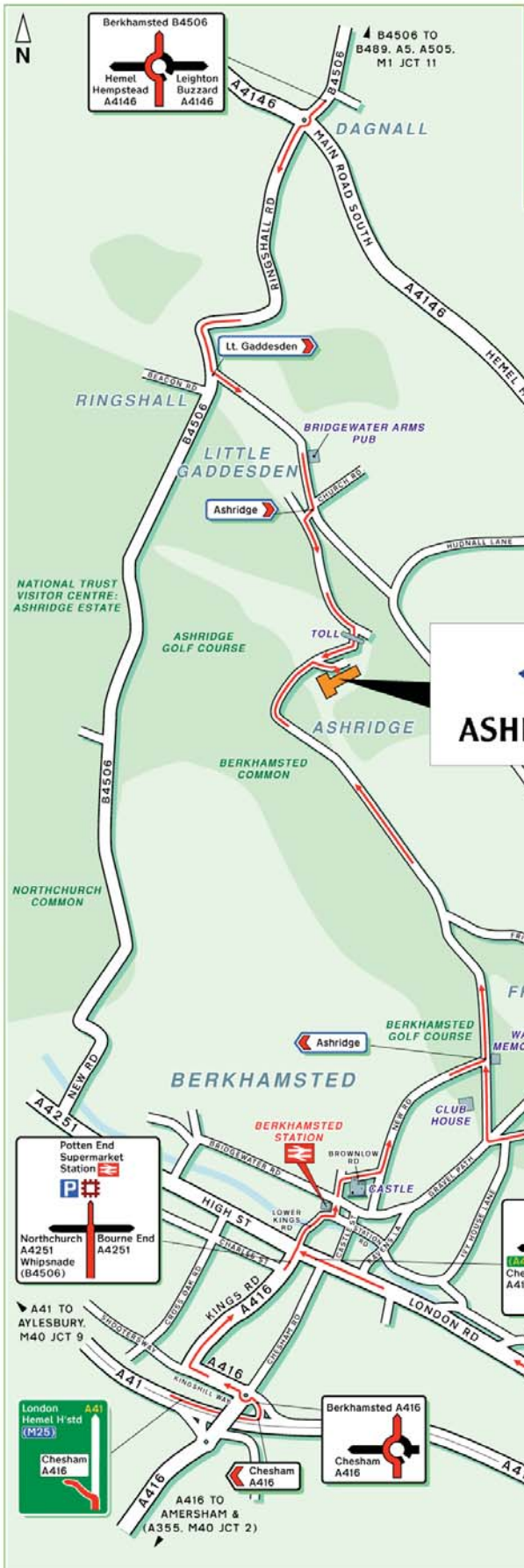
We draw your attention to the fact that as a matter of policy, and to enhance the learning process, Ashridge will neither give reports on an individual's performance nor allow visitors to sit in on working sessions.



How to get to Ashridge

Ashridge
 Berkhamsted
 Hertfordshire HP4 1NS
 United Kingdom

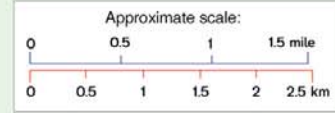
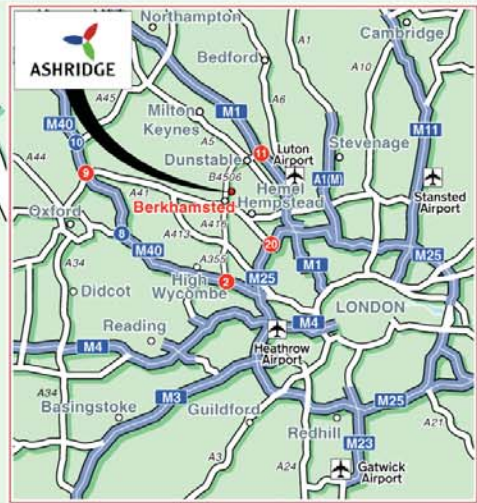
Tel: +44(0)1442 843491
 Fax: +44(0)1442 841209
www.ashridge.org.uk



Public Transport

By rail
Berkhamsted Station
 Approximately 4 miles (6km) from Ashridge.
 Trains from London's Euston Station to Berkhamsted take approximately 40 minutes.

By air
Gatwick Airport
 Approx. 90 mins by car.
Heathrow Airport
 Approx. 60 mins by car.
Luton Airport
 Approx. 30 mins by car.
Stansted Airport
 Approx. 75 mins by car.



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