

Notes For Organisers Of Student Courses

We are sorry that these notes are rather pedantically full; but we think it might save you correspondence if we go into some detail. Even where courses have been coming for many years we are becoming aware that organisers change and that folklore does not always adequately transmit the finer points of arrangements.

1. Enquiries

Enquiries about bookings should normally be addressed to the Warden. It may be helpful to say that the basic pattern of bookings runs about a year ahead, though it is certainly often possible to accept groups, particularly small ones, at much less notice.

2. Priorities

Priority is given to inter-departmental groups, either across or within colleges, though we are always ready to consider any special circumstances that may be represented to us.

Firm bookings for single departments are not accepted more than four months in advance, except in special cases. One exception is where the departmental group can be fitted in at the same time as another small group. The Warden is also authorised to take into account the degree to which courses make intensive use of Gregynog, both in the programme and in general attendance at lectures and discussions. Departmental student courses are not now accepted over Saturday or Sunday nights. The normal 'weekend' booking will therefore be from Thursday to Saturday.

3. Size of Group

It is important to determine at an early stage the approximate size of the participating group, so that we may know whether we can accept someone else at the same time. Our full capacity is just over sixty. A group asking for the full capacity of the Hall will generally be told that a few places have to be held back so that we have some flexibility to accommodate Visiting Readers, research students working on local projects etc. but these additional places may be made available to a course a few days before arrival.

It may be possible, by prior arrangement, to accept a few day visitors but the maximum capacity of our refectory will restrict the number.

4. Confirmation of Booking

No booking is firm unless the organiser has received from us a sheet with formal confirmation of arrival and departure times and numbers expected.

5. Shortfall in Numbers

In any case where numbers arriving are substantially lower than those previously indicated, the Warden is authorised to charge departments for wastage of food etc.

6. Allocation of Rooms

We are happy to do this but need to know, by the previous Thursday for courses arriving on a Monday and by Monday for those arriving on a Thursday, numbers of men and women students and either a similar breakdown or, preferably, names of members of staff and any visitors. It is helpful if we are given an indication of possible priorities in allocation.

If organisers prefer to allocate rooms themselves then we can send room lists. Some of the better rooms are double rooms and, if it is known that particular members of staff would be happy to share, it is useful to know this. Similarly we can generally reserve a single room for a certain number of people if a specific preference is indicated. But if, alone or in conjunction with a simultaneous course, the numbers are large, then some members of staff will probably have to share.

7. Charges

University of Wales Students on what, in the most general terms, might be called a departmental or inter-departmental teaching course within term, are charged a conference fee of ~~£1.00~~ a night, with a supplement of £2.00 for Saturday and/or Sunday night if that arises. Organisers are asked to be good enough to collect the appropriate fee before arrival. The Warden is authorised to charge according to circumstances for any such courses out of term.

Staff and students of other universities attending joint courses with the University of Wales will be charged at the appropriate rates.

Other charges may arise as specified in paragraphs 5, 8, 10, 11 and 14.

8. Llwyn

This detached house, situated about half a mile from the Hall, is available for booking for self-contained parties (e.g. of research students) of up to nine people, who would take meals in the Hall. A fixed charge (at present £40 a week or part of a week) is made for the use of the house in such circumstances.

It is not normally available for use as overflow accommodation but, in special circumstances, this can be considered. The charge of £40 would, however, still apply even to student courses.

9. Arrival

It is a great help if members of courses are well-briefed on how to find us - copies of a route card are available and if those courses arriving for dinner (7 p.m. unless otherwise arranged) are able to assemble on time, this too is a help. Arrangements can be made to have sandwiches prepared for those arriving late, if we know the numbers in advance.

10. Visiting Speakers

In the case of inter-departmental courses Gregynog is normally able to finance one Visiting Speaker within the relevant field. Our practice has been to suggest that departments themselves might wish to make initial enquiries; we would then issue an official invitation. We cannot pay for speakers we have not invited.

The Warden should, however, be consulted beforehand if more than the usual nominal fee is likely to be involved, or if travelling expenses are likely to be unduly heavy. A Visiting Speaker's wife or husband will be accommodated without charge but any other members of his family will be charged at the General rate (or proportion of it in the case of children). Unless we are otherwise informed the bill for them will be sent to the Course Organiser.

11. Other Visitors

We make no accommodation charge for other speakers, not financed by us, invited by the Course Organiser. Other visitors (e.g. wives or husbands of members of staff or of students) will be charged at the normal General rate. We are happy to welcome them on student courses, but only if their presence does not reduce the number of possible student participants.

12. Recitals, Films etc.

We are prepared to consider any suggestion about additional musical, fine arts, literary etc. programmes (including film classics) that might be thought a desirable addition to the course. We can finance one such programme for each course, if arranged through us or in consultation with us. Our contribution to the cost of any film programme is limited to £30.

On many occasions a Gregynog Arts Fellow will be in residence and will be willing to talk about his or her own work, show people around his studio, play his own music or whatever is appropriate to his particular art. Organisers will have been told well in advance whether the Arts Fellow is likely to be in residence.

Similarly it will normally be possible to see some aspect of the activity of Gwasg Gregynog or the productions of the old Gregynog Press. We are, of course, anxious that whatever is arranged does not too seriously disrupt production at the Press.

13. Programme

The Warden will be glad to receive a copy of any draft programme as soon as available, and of the final programme well in advance of arrival.

It is now a condition of booking that there should be some academic activity after dinner on at least the first evening.

14. Special Requirements

We should like to know a few days in advance about any special requirements, e.g. special lecturing equipment, late arrivals, dietary problems (and if vegetarian whether or not vegan), trains to be met. No charge is made for meeting trains at Newtown but, in cases other than a Visiting Speaker financed by Gregynog, we charge driver's time and mileage for transport to and from Shrewsbury.

15. Meals

Unless otherwise arranged meals are at the following times: Breakfast 8.30 a.m.; Coffee 10.45 or 11 a.m. (to be agreed in advance); Lunch 1.00 p.m.; Tea 4.00 p.m.; Dinner 7.00 p.m.

A Charge is made for morning coffee and biscuits.

16. Staff Gratuities

The Administrative Officer will, if required, be happy to arrange the distribution of any sums that courses might wish to contribute.