



1. How to book a room for an event

Rooms in the Mary Allen Building and Donald McIntyre Building can be booked for free. E-mail rooms@educ.cam.ac.uk to request a room booking form to be returned to them with the details of the booking. It often isn't possible to choose your exact room but there are a range of rooms available even at busy times.

2. How to join the mailing list and advertise within the cluster

E-mail educ-cpgj@lists.cam.ac.uk with details of your event. If you're not a member of the list then please go to <https://lists.cam.ac.uk/mailman/listinfo/educ-cpgj> to add yourself to it. This is necessary before you can post to the list. If you are having problems managing your subscriptions to lists then please see [Faculty IT support](#) for guidance.

3. How to advertise across the faculty

E-mail educ-res@lists.cam.ac.uk from your Cambridge account with details of your event. The list is moderated so it might take a bit of time for the advert to be circulated. It will be shared with all research staff within the faculty. educ-acad@lists.cam.ac.uk can be used to circulate information to all academic staff.

4. How to advertise on the web and social media

E-mail Mark Carrigan (mac228@cam.ac.uk) and Jana Bacevic (jb906@cam.ac.uk) details of your event and these will be added to the events listing on the cluster website and shared on social media if appropriate.

5. How to write a blog post for CPGJCam.net

If you would like to write a short blog post about your research, an event you've attended or a news story then please contact Mark Carrigan (mac228@cam.ac.uk) and Jana Bacevic (jb906@cam.ac.uk) with your draft of a piece. These should be 1000 words max and written in a more informal style than a journal article.

6. How to order catering

If you need catering for an event then please raise this in advance at a business meeting, as we need to agree spending as a cluster because the budget is limited. You can find out your anticipated cost by browsing the catering catalogue here: <https://www.origin8delicafes.com>

7. For any other queries

Please contact Ann Waterman (aw244@cam.ac.uk) who will be happy to advise.

