



How to contact the Warden

1. Email

adrian.clark@london.ac.uk

- The Warden aims to reply to most emails within 72 hours.
- If you need help more urgently than this, see option 3 below.

2. Arrange a meeting

schedule.connaught-hall.org.uk

- This address takes you to a calendar where you can see what times the Warden is available for meetings.
- Find any convenient half-hour appointment slot that is marked “available” on the calendar.
- Send an email to request your preferred appointment:
adrian.clark@london.ac.uk
- Please give at least 24 hours' notice for the appointment slot that you want to book.
- If you need to talk about something very sensitive or complex, request two consecutive slots.

3. In an emergency

Ask at reception for the duty senior member

- The duty senior member (or duty manager during office hours) is able to contact the Warden for immediate assistance if required, for serious emergencies only, 24 hours a day, 365 days a year.

Please **do not** use Facebook messages or other social media channels to contact the Warden, as these can be easily missed and may not be responded to.

