

Cambridge Judge Business School Executive Education

USEFUL GUIDE TO CAMBRIDGE

 UNIVERSITY OF
CAMBRIDGE
Judge Business School

ExecutiveEducation

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Welcome

This Useful Guide to Cambridge provides information that you might need before and during your time in Cambridge.

Should you have any queries, please do not hesitate to contact a member of the team.

We look forward to seeing you in Cambridge.

University of Cambridge Judge Business School Executive Education

T: +44 (0)1223 339 700

E: executive.education@jbs.cam.ac.uk

www.jbs.cam.ac.uk/execed/open

Programme Information

You will receive more details about the programme including the agenda, programme venue, faculty biographies and any pre-programme reading/tasks via our CJBS Exec Ed [Virtual Learning Environment \(VLE\)](#).

Your login will be provided when the VLE has gone live, approximately three weeks prior to the start of the programme once all programme fees have been received.

Programme timings

Programmes will run from approximately 8:30am to 5:30pm daily with regular refreshment and lunch breaks. You are advised to make appropriate travel and accommodation arrangements to enable you to attend the full duration of the programme. Certificates will be handed out at the end of the final day of the programme. A detailed final programme agenda will be given to you as part of your programme pack upon arrival on the first day of your programme and will also be available on the VLE. Please note that the agenda is subject to minor change.

Programme venues

Most programmes will take place in the Simon Sainsbury Centre at Cambridge Judge Business School. Occasionally we will use other venues that are in the heart of the historic city centre of Cambridge.

Full details of the venues will be made available on the VLE three to four weeks before your programme and you are strongly advised to check the VLE carefully for confirmation of the final teaching venue.

Programme catering

Dietary requirements

If you have any special requirements, please let us know as soon as possible by emailing: executive.education@jbs.cam.ac.uk. By providing this optional information you give us consent to process it.

Refreshments & lunch

Refreshments will be available throughout the day, as well as hot buffet lunch.

Drinks & Dinner

Some programmes will have a drinks reception on the first evening and occasionally there will be an organised dinner. Full catering details will be confirmed via the VLE.

Other useful information

Dress code

Business casual dress is customary. Business casual is defined as skirts/ trousers, open-necked shirts or blouses, and sweaters. Often the venues are air conditioned, so we advise bringing a jumper/jacket. The weather in England can be unpredictable throughout the year, please look at this website for information; www.bbc.co.uk/weather

Certificate of attendance

Certificates will be handed out on the final day of the programme (unless otherwise specified). Participants are expected to have attended the entire duration of the programme and to have fully participated in order to receive their certificate.

Other requirements

If you have any requirements that we can help you with then please let us know. For instance, if you would prefer to sit at the front of the class or would like a specific name on your certificate. Please let us know if you have any additional requirements or if you require assistance as soon as possible by emailing: executive.education@jbs.cam.ac.uk.

Disabled access is available and adjustments can be made to programme materials for a variety of needs. The University has worked with AccessAble to produce a set of comprehensive guides to detail accessibility around the University estate. Over 130 buildings across all main sites are included, including CJBS and the Simon Sainsbury Centre. For further information, please visit; www.accessable.co.uk/university-of-cambridge.

Programme materials

The Cambridge Judge Business School is committed to building sustainability into the heart of business education and research. In effort to reduce our print output, most materials (such as presentations) will be provided electronically after the programme. Please visit the following webpage for further details; www.jbs.cam.ac.uk/aboutus/the-school/sustainability/

Accommodation

Cambridge offers a variety of accommodation to suit different needs and budgets. Please be sure to book any accommodation directly with the provider once your programme registration has been confirmed as accommodation in Cambridge can quickly become fully booked. Some of our longer programmes include accommodation as part of the programme fees, so please check your registration confirmation email carefully.

Hotels

The hotels detailed below are all located within reasonable walking distance (20 minutes or less) of Cambridge Judge Business School.

<p>Hilton Cambridge City Centre Downing Street, CB2 3DT +44 (0)1223 464 491 www.hilton.com</p> <p>Please click here for a preferential rate</p>	<p>University Arms Regent Street Cambridge, CB2 1AD +44 (0)1223 60 65 68 www.universityarms.com</p> <p>Please click here for a preferential rate When calling reservations please quote "University of Cambridge" to access our preferential B&B rates for programme delegates.</p>
<p>Gonville Hotel Gonville Place, Cambridge, CB1 1LY +44 (0)1223 366 611 www.gonvillehotel.co.uk</p>	<p>Graduate Cambridge (formerly Cambridge Hotel) Granta Place, Mill Lane, CB2 1RT +44 (0) 1223 259 988 www.graduatehotels.com/cambridge/ For a preferential rate use code NEGJBS on their website, or book via info@graduatecambridgeuk.co.uk or 01223 259933</p>
<p>Regent Hotel 41 Regent Street, CB2 1AB +44 (0) 1223 351 470 www.regenthotel.co.uk</p>	<p>Hotel du Vin 15-19 Trumpington Street, CB2 1QA +44 (0) 1223 928991 www.hotelduvin.com/locations/cambridge</p>
<p>Lensfield Hotel 53 Lensfield Road, CB2 1EN +44 (0) 1223 355017 www.lensfieldhotel.co.uk</p>	<p>Varsity Hotel and Spa Thompson's Lane (Off Bridge Street) CB5 8AQ +44 (0) 1223 306 030 www.thevarsityhotel.co.uk</p>
<p>Clayton Hotel (formerly Tamburlaine) 27-29 Station Road, CB1 2FB +44 (0)1223 792888 www.claytonhotelcambridge.com</p>	<p>Ibis Cambridge Central Station Hotel 2 Station Square, CB1 2GA +44 (0)1223 320960 www.accorhotels.com</p>

Serviced Apartments

<p>City Stay Apartments +44 (0)1223 420 920 www.citystayuk.com</p>	<p>Your Space Serviced Apartments +44 (0)1223 313 383 www.yourspaceapartments.com</p>
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Additional accommodation websites

<p>Visit Cambridge www.visitcambridge.org</p>	<p>University Rooms www.universityrooms.com</p>
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Visiting Cambridge Listings

www.accommodation.cam.ac.uk/VisitingCambridge/Listings.aspx

Travel and Directions

By Car

Cambridge is an old city, therefore parking is extremely limited. Unfortunately, we are unable to offer any parking for participants.

Much of the city centre is closed to traffic with a one-way system in operation on many streets and traffic in Cambridge can be very heavy especially during rush hour times. Whenever possible, we advise that you don't travel by car, but if you do intend to drive please check your route carefully and allow plenty of time to arrive and park.

Parking arrangements

If you do choose to drive, we recommend that you park your car at the hotel at which you are staying but do check they have a car park and daily availability. Most hotels and accommodation in Cambridge are within walking distance of the city centre.

There are five pay-on-foot multi-storey car parks where you pay at the machine on return to your vehicle. These car parks are open 24 hours a day, 7 days a week and are located at Park Street, Grafton West, Grafton East, Queen Anne Terrace, and the Grand Arcade. The nearest car park to Cambridge Judge Business School is the [Grand Arcade](#).

There are also three pay-and-display car parks where you pay for and display a ticket in your windscreen before you leave your vehicle. These car parks are located at Adam & Eve Street, Gwydir Street and Castle Hill.

For more information on these parking facilities, including live availability, please visit www.cambridge.gov.uk/parking. Another option is JustPark's app and website which lets you book a guaranteed space on a private driveway - visit www.justpark.com

Cambridge Bus Services

Stagecoach are the main operator of local bus services in Cambridge. To find out more and plan a route visit www.stagecoachbus.com/plan-a-journey

Cambridge has a series of Park and Ride sites located on the edges of the city.:

- Milton Park and Ride (for the north of the city)
- Maddingley Road Park & Ride (for the west of the city)
- Newmarket Road Park & Ride (for the east of the city)
- Trumpington Park & Ride (serving the south-west of the city)
- Babraham Road Park & Ride (serving the south-east of the city)

Trumpington Park and Ride stops directly outside Cambridge Judge Business School.

For full details visit of all the Park & Ride options please visit www.cambridgeparkandride.info

The Busway connects Cambridge with Huntingdon, St Ives and Peterborough. There are four park and ride sites along the busway, situated at Longstanton, St Ives, Trumpington and Madingley Road.

For further information on this bus services please visit www.thebusway.info/

The **Universal Bus** also stops outside Cambridge Judge Business School, offering travel from Madingley Road, the train station, and Addenbrooke's Hospital.

Air

London Stansted airport, the closest airport to Cambridge (only 45 minutes away) offers flights to and from European destinations.

London Heathrow and London Gatwick are the two principal airports providing international flights – these airports are approximately 2-3 hours away from Cambridge depending on your chosen method of transport.

It is recommended that you travel from London airports to Cambridge by train, or, if there are several of you arriving together, by a pre-booked taxi. You can also travel by coach. Please see below for more detailed information.

www.stanstedairport.com

www.london-luton.co.uk

www.gatwickairport.com

www.heathrow.com

Traveling from London Airports to Cambridge by train

From London Stansted

There is a direct train from Stansted Airport to Cambridge (journey time c.35 minutes):

www.crosscountrytrains.co.uk

www.greateranglia.co.uk/travel-information/cambridge-to-stansted-service

From London Gatwick

There is a direct train from London Gatwick to Cambridge, with a journey time of 2 hours.

www.thameslinkrailway.com/

Alternatively, you can take the Gatwick Express train from the airport to Victoria Station, central London (journey time c.35 minutes), and then take the tube on the Victoria Line to King's Cross Station (journey time c.10 minutes), to take the direct train to Cambridge Station (journey time c.1 hour).

www.gatwickexpress.com

From London Heathrow

Take the Heathrow Express train to Paddington Station, central London (journey time c.15 minutes), and then take the Tube on the Hammersmith & City line or Circle line to King's Cross Station or Liverpool Street Station (journey time c.20-30 minutes), to take the train to Cambridge station.

www.heathrowexpress.com

Alternatively take the Tube from London Heathrow on the Piccadilly Line to King's Cross Station (journey time c.1 hour), to take the direct train to Cambridge Station (journey time c.1 hour).

From London Luton

Take the train from Luton Airport Parkway to St Pancras International (journey time c.50 minutes) It's then a short walk to King's Cross Station to take the direct train to Cambridge Station (journey time c. 1 hour).

Trains

Cambridge train station is approximately 20-25 minute walk from the centre of Cambridge. Taxis are available immediately outside of the train station main entrance and exit.

The station provides two train lines that run regularly and daily from London to Cambridge, as well as offering services to Ely and Norwich.

Abellio Greater Anglia provides a train service from London Liverpool Street Station to Cambridge Station. The journey takes approximately 1 hour and 20 minutes and there are usually two trains an hour.

A quicker train service is available with provider First Capital Connect from London King's Cross Station to Cambridge Station, with the express train taking 48 minutes. There are typically at least two trains an hour.

All timetable and fare information can be found here on the National Rail Enquires website:

www.nationalrail.co.uk

National Rail Enquiries from overseas (Please note: International rates apply) +44 (0)20 7278 5240

Travelling across London on the Tube (underground train)

The London Underground, the Tube, is the most time effective and best value way to travel across London. Transport for London's website provides all the information that you will need, including a journey planner with a Tube map showing all the lines and routes.

www.tfl.gov.uk

Trains from Europe to London

Eurostar is a high-speed rail connection that connects Paris to London Kings Cross St Pancras, where you can then take a direct train to Cambridge – please see below for information on trains. Eurostar also connects, via Paris, to other destinations in France, Belgium, Germany, and The Netherlands.

For more information, see here: www.eurostar.com/uk-en/trains

Coaches

National Express operates regular daily coaches to and from all London airports and Cambridge. This is often the most economical but slowest travel option.

For further information see: www.nationalexpress.com

The Cambridge coach station is located in the city centre at Parker's Piece – you can confirm the precise drop-off point with the driver when you get on the coach.

Depending on the location of your hotel, you may wish to book a taxi to take you from the coach drop-off point to your hotel. See below for further taxi information.

Taxis

Taxis can be found at the front of Cambridge station. Alternatively, you can pre-book a car with the largest taxi companies in Cambridge, which we recommend for local bookings:

Panther Taxis

+44 (0)1223 715 715

www.panther taxis.co.uk**CamCab**

+44(0)1223 704 704

www.camcab.co.uk

Cash is accepted, and the majority of Panther Taxi cars will take card payment.

Both Taxi companies have a mobile app you can download and use for booking and payment.

For long distance taxi journeys including airport transfers we recommend the following companies. A one-way airport transfer from London airports is likely to be approximately £100 for a 5-seater vehicle.

Airport Cars

+44 (0)1954 782 822

jamesairportcars@gmail.com**Airport Lynx**

+44(0) 1223 440040

info@airportlynx.co.ukwww.airportlynx.co.uk

Local Amenities

Cash Points

There are several banks located within the city centre with cash points (Santander, NatWest, Lloyds, Barclays and HSBC). These are mainly to be found on Sidney Street, St Andrews Street and Regent Street.

Foreign Currency Exchanges

Post Office

57-58 St Andrew Street, Cambridge, CB2 3BZ.

Opening hours:

Monday to Saturday 09.00-17.30

Closed on Sunday

EuroChange

Lion Yard Shopping Centre, CB2 3NA

Opening hours:

Monday to Saturday 10:00 – 16:00

Closed on Sunday

Marks & Spencer

6-11 Sidney Street, Cambridge, CB2 3HH

Opening Hours:

Monday to Friday 8am–6pm

Wednesday 9am–8pm

Saturday 9am–7pm

Sunday 11am–5pm

Cambridge Shopping

Most shops in Cambridge will have the following opening hours, although individual shops will vary so it is best to check in-store. Some shops located in or near the Grand Arcade, Lion Yard or the Grafton Centre shopping centres are also open until 20:00 on Wednesdays.

Monday – Saturday	09:00–17-18:00
Wednesday	Open until 20:00
Sunday	11:00–16:00

Gift Shops

Numerous shops are spread throughout the city centre. Cambridge University specific merchandise, however, can be found nearby the Cambridge Market Square and a handful of shops close to the colleges and the centre of Cambridge (all within reasonable walking distance of the programme venue).

Ryder & Amie's 22 Kings Parade, Cambridge, CB2 1SP	Fitzwilliam Museum Shop Trumpington Street, Cambridge, CB2 1RB
The Shop at King's 13a King's Parade, Cambridge, CB2 1SP	The Cambridge Gift Shop 3 Peas Hill, Cambridge, CB2 3AD
Samuel Smiley 68 Trumpington St, Cambridge CB2 1RG	

There is also a selection of souvenirs available on market stalls in the market square

www.cambridge.gov.uk/markets

Pharmacies

Fitzwilliam Pharmacy 28-30 Trumpington Street, Cambridge CB2 1QZ Tel: +44 (0)1223 359 449	Boots Pharmacy 28 Petty Cury, Cambridge CB2 3ND Tel: +44 (0)1223 350 213
Opening hours: Monday to Friday - 09.00-17.30 Saturday and Sunday - closed	Opening hours: Monday to Saturday - 08.00-19.00 Sunday - 11.00-17.00.

Mobile Phone Cards/Credit

You can purchase international phone cards from most phone shops, newsagents.

O2 Shop Cambridge 1 Lion Yard, Cambridge, CB2 3NA	WH Smith 14-15 Market Street, Cambridge, CB2 3PE
Opening hours: Monday to Saturday - 09.00 – 17.30 Sunday - 10.00 – 16.00	Monday to Saturday - 09.00 – 18.00 Sunday - 11.00 – 17.00

You can also download the Tesco International Calling app from the Google Play or Apple App stores, or through their website at www.tescointernationalcalling.com.

Religion

Omar Faruque Mosque and Cultural Centre Kirkwood Road, CB4 2PF	Our Lady of The Assumption and The English Martyrs Catholic Church Hills Road, CB2 1JR
Cambridge Mosque 1A Mawson Road, Cambridge, CB1 2DZ	St Andrew the Great Church St Andrew's Street, CB2 3AX
Beth Shalom Reform Synagogue Auckland Road, CB5 8DW	Indian Community and Culture Association Bharat Bhavan, Bharat Way (off Mill Road), CB1 2AZ
Cambridge Traditional Jewish Congregation 3 Thompson's Lane, CB5 8AQ	

Sightseeing and Tourist Information

Punting

A punt tour along the world-famous Cambridge College 'Backs' is one of the pleasures of a visit to Cambridge. King's College Chapel, The Wren Library at Trinity College and the Bridge of Sighs, are just some of the famous Cambridge landmarks you can expect to see during a 45-minute chauffeured punt tour.

There are two Punting Stations in Cambridge located at Mill Lane Punting Station, Mill Lane, Cambridge, CB2 1RS and Quayside Punting Station, Magdalene Bridge, Cambridge, CB5 8AB

Opening hours: 9.00am – dusk.

Scudamores - Tel: +44 (0) 1223 359750 www.scudamores.com

Cambridge Chauffeur Punts – Tel: +44 (0) 1223 354164 www.punting-in-cambridge.co.uk

Cambridge River Tours - Guided Tours – Tel: +44 (0) 1223 927331 www.puntcambridge.co.uk

Bus Tours

The Cambridge sightseeing tour operates via nineteen stops all over the City, taking you on a tour of all the city's top tourist attractions.

city-sightseeing.com/en/87/cambridge

Tourist Information

For more information on what to see and do if you have time in Cambridge, contact:

Tourist Information Centre

The Guildhall
Peas Hill
Cambridge
CB2 3AD

T: +44 (0)1223 322 640
Email: tourism@cambridge.gov.uk
www.visitcambridge.org

Useful Websites:

Cambridge Weather Forecast: news.bbc.co.uk/weather/forecast/324

Local News: www.cambridge-news.co.uk/whats-on/

University Map: www.cam.ac.uk/map

What's on: Events open to the public from the University of Cambridge:
www.admin.cam.ac.uk/whatson

Cambridge Restaurants

The Cambridge restaurant scene is constantly improving, please see below for a selection of our favourites.

RESTAURANTS	
Browns www.browns-restaurants.co.uk	Six at Varsity Hotel www.sixcambridge.co.uk
Côte Brasserie (French) www.cote-restaurants.co.uk	Stem + Glory (V, Ve, GF) www.stemandglory.uk
Stolen (formerly D'Arry's) www.stolencambridge.co.uk	Trinity www.trinitycambridge.co.uk
The Ivy Cambridge Brasserie theivycambridgebrasserie.com	Parker's Tavern www.parkerstavern.com
Loch Fyne (<i>Seafood</i>) www.lochfyneseafoodandgrill.co.uk/locations/cambridge	BURGERS / MEAT
Las Iguanas (South American) (H) www.iguanas.co.uk/restaurants/cambridge	Smokeworks (GF) www.smokeworks.co.uk
Millworks www.themillworks.co.uk	Steak and Honour www.steakandhonour.co.uk
Nana Mexico (V, Ve, GF, H) www.nannamexico.com	Honest Burger www.honestburgers.co.uk
The Oak Bistro www.theoakbistro.co.uk	Gourmet Burger Kitchen (H) restaurants.gbk.co.uk/cambridge/cambridge
The Olive Grove (Ve, GF, H) (Greek)	Bread & Meat

www.the-olivegrove.co.uk

www.breadandmeat.co.uk/

PUBS	ASIAN
The Anchor www.anchorcambridge.com	Wagamamas www.wagamama.com
The Eagle www.greeneking-pubs.co.uk/pubs/cambridgeshire/eagle	Baan Thai Cambridge (formerly Mai Thai) baanthaicambridge.com
The Mill www.themillpubcambridge.com	Rice Boat (Indian Kerala Cuisine) www.riceboat.co.uk
The Pint Shop pintshop.co.uk/locations/cambridge/	Pho (Vietnamese) www.phocafe.co.uk/locations/cambridge
The Cambridge Chop House (GF) www.cambscuisine.com/cambridge-chop-house	Sala Thong (Thai) salathong.co.uk/cambridge/
The Cambridge Brew House (GF) www.thecambridgebrewhouse.com	Sticks n Sushi www.sticksnsushi.co.uk
The Old Bicycle Shop (V,Ve,GF) www.oldbicycleshop.com	Seven Days (Chinese) +44(0)1223 309559
The Free Press Kitchen (V,Ve,GF) www.freepresscambridge.com/	

*Offers/specialises in (H) Halal, (V) Vegetarian, (Ve) Vegan, (GF) Gluten-Free

Further resources:

Cambridge University Islamic Society isoc.co.uk/life/halal-food-guide/

Cambridge Traditional Jewish Congregation www.ctjc.org.uk/jewish-cambridge/kosher-food-in-cambridge

Cambridge Judge Business School

The reputation of Cambridge Judge Business School has grown rapidly since it was founded in 1990, today it is internationally celebrated as a provider of stimulating management education, with a particular emphasis on entrepreneurship and innovation management.

With a world-class faculty of over 70 members and a philosophy of collaboration, the School is a place where people from many disciplines meet and share ideas – policy makers, entrepreneurs, leaders of industry, regulators, not-for-profit organisations and academics.

One of the main strengths of Cambridge Judge Business School is its position at the heart of a vibrant entrepreneurial community dubbed “Silicon Fen”, also known as the Cambridge Cluster. Cambridge, and the area surrounding it is home to a multitude of high-tech businesses and the School benefits from this proximity by drawing on experienced business founders who can act as role models to aspiring entrepreneurs and business leaders.

The goal of Executive Education at Cambridge Judge Business School is to align these strengths to deliver programmes that impact on the development of leaders and organisational performance, drawing upon expertise and resources from the University of Cambridge and other renowned academics and practitioners from around the world.

Our programmes are designed to provide a collaborative and stimulating environment for learning that enhances both professional and personal lives. The diverse educational and professional backgrounds of our faculty and delegates enrich the experience. We attract participants from all over the world and from a spectrum of industries and business sectors.

Cambridge Judge Business School’s global community has over 8,000+ members in more than 100 countries worldwide; a truly international and dynamic network.



We provide

- Open-enrolment programmes for business professionals wishing to develop personal and organisational capability in a variety of functional management areas, including; strategy, innovation, people and management, finance and accounting, marketing and operations management.
- Flagship programmes and a certificate of achievement, in the area General Management, giving participants the opportunity to work towards Executive Education alumni status at the business school.
- A specialist Professional Service Firm management team, who run open and custom programmes, bringing together leading business academics from the University of Cambridge with top consulting professionals.
- Customised Programmes, developed and designed with client organisations that focus on creating sustainable, long-term change.

- A rich, practical and academically rigorous learning environment that makes coming to Cambridge an unforgettable experience.

We offer

- Personalised information and advice about design and delivery of Cambridge Custom and Open Programmes for specific organisational needs.
- Value in multi-level, long-term relationships with our partners. Keeping them connected to relevant areas of Cambridge Judge Business School and to the University of Cambridge.
- A corporate relations programme of thought-leadership events, masterclasses and webinars that will convene an international and diverse range of corporate partners and provide them with latest knowledge and thinking from Cambridge Judge Business School research and faculty.
- Renowned Faculty, comprising of 70 members, many whom are leaders in their field, with research interests spanning the globe and the full spectrum of business issues.

University of Cambridge

The University of Cambridge is a confederation of Colleges, Faculties and other institutions. The University functions with a relatively small central administration and with central bodies consisting of, and mainly elected by, the current academic personnel of the Faculties and Colleges. A large part of Cambridge's day-to-day administration is carried out by teaching staff on behalf of their colleagues, and the University's governmental structure is democratic.

The Colleges

Each of the 31 Colleges is an autonomous corporation and their internal procedures vary. Like the University, each College is governed by its own statutes and regulations. The elected or appointed Head of a College may be termed Master, President, Principal, Mistress, Provost, or Warden. The Governing Body is made up of the Head and some or all of the Fellows - the elected senior members of the College whose primary duty is teaching, administration or research.

Colleges are free to select their own students, subject to some minimum educational requirements imposed by the University. Three admit only women; most admit both undergraduate and postgraduate students. The pivots of the College system are the Tutors, the College officers responsible for the pastoral care of students; the Directors of Studies, who have specific responsibilities in relation to the courses of study and academic progress of their students; and the Supervisors, who carry out individual and small-group teaching which complements the lectures and practical classes organised by the University. Other College officers include Bursars, who are responsible for finance and buildings and Chaplains, whose concern is spiritual welfare.

Links with the government of the University are ensured through membership of the Council and the Finance Committee which both include places reserved for College representatives. The working of the dual system is further facilitated by the fact that many teaching Fellows of Colleges also hold University teaching appointments, and many University teachers are also Fellows of Colleges.

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Stay in touch on Twitter: @CambridgeExecEd

