



acor
أكور
المركز الأمريكي للأبحاث
AMERICAN CENTER OF RESEARCH
ALEXANDRIA, VIRGINIA | AMMAN, JORDAN

Guidelines to Your Stay

October 2022

See www.acorjordan.org for our latest news and like us on Facebook and follow us on Instagram, LinkedIn, and Twitter @ACORJordan

AMERICAN CENTER OF RESEARCH (ACOR)

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The ACOR Environment

The American Center of Research (ACOR) is housed in a purpose-built facility, which opened in 1986, renovated in 2005 and 2021. Many guests from all over the world have enjoyed staying at ACOR, and we hope that you do too!

We prepared these guidelines to provide a reference that should offer information and answer most of your questions. Please take the time to read through upon your arrival. More information is also available at www.acorjordan.org.

We thrive to make the facility a better place to live and work and we welcome written and verbal recommendations from residents and visitors. You can convey your ideas and feedback to management and/or the Administrative Office anytime during your visit.

General Guidelines

- ACOR welcomes visitors in the main lobby, computer labs, and library areas.
- The lobby is where our visitors, Jordanian and foreigners, first get an impression of ACOR professionals and scholars.
- Please consider the dress practices of your host country, Jordan. In addition to being a residence, ACOR is also a place of business and residents are kindly requested to dress accordingly in public spaces.
- Residence floors and areas (e.g., lounges) are reserved for residents only.
- ACOR has wireless coverage for the entire building. The same password (**acoracorjo**) is used for all the accessible networks. Enter this as both “login” and “password”.
- The Jordanian electrical system is 220 volts 50 cycles. Please **check the specifications of your equipment** or talk to a staff member for tips before plugging any specialty/computer equipment into the electrical system.
- Residents are welcomed to **breakfast between 6:45 and 10:00 am** and **lunch between 1:00 and 2:00 pm**. Please note that if you missed lunch, some leftovers are available after **4:00 PM**, self-serve from the kitchen.
- Residents are welcome to invite guests for lunch for US\$ 10 or JD 7 per guest, subject to availability. Please refer to the Administrative Office for confirmation at least 1 working day in advance. Prices are subject to change.
- The main kitchen is only for kitchen staff use from 10:00 AM to 4:00 PM Saturday-Thursday, and from 11:00 AM to 3:00 PM on Friday. Residents are welcome to access the main kitchen outside these hours, and all day during official holidays. Please leave dirty dishes in the designated trays and keep the area clean & tidy.
- Please note that all regularly scheduled meals (i.e., half-board) include a vegetarian option. When preparing meals for 50+ people daily, ACOR cannot accommodate more specific dietary considerations, so it is the residents’ responsibility to arrange for their needs should they differ from the served buffet.
- Dinner is not included or served at ACOR. For special group dinner bookings and charges, please refer to the Administrative Office.
- Personal food items: Residents are welcome to store their personal food items in the refrigerator and storage cupboards in the 4th floor residence kitchenette, and in the refrigerator on the 5th floor. Please put your name and the date on your stored food items. The housekeepers regularly clean the refrigerators and the cupboards, and for food safety reasons, they will throw out anything without a name and date, or any expired/spoiled items. Please do not put personal food in the main kitchen refrigerators.

- It is not permitted to prepare or handle pork products in the main kitchen. Also please do not use pots, skillets or utensils from the main kitchen for cooking pork products elsewhere. You may use the kitchenette in the residence area for pork, and which is equipped with essential pots and utensils.
- Please do not store alcoholic beverages in the main kitchen refrigerator or deposit such bottles in the main kitchen trashcan. Do not leave empty alcohol containers in the public spaces of ACOR.
- To borrow items/utensils from the main Kitchen, please notify the kitchen staff. Return borrowed items from the kitchenette and main kitchen as soon as possible.
- ACOR is a smoking free environment. Smoking of any kind is prohibited on our property (*everywhere*: rooms, gardens, roof, patios, stairwells, etc.). Residents who smoke on property will be charged a *minimum* \$250 fee to clean and otherwise attend such. The fee may be more, should cleaning, repair, etc., require such.
- Drug free environment: The unlawful manufacture, distribution, possession or use of controlled substances is illegal in Jordan and prohibited at ACOR in all its public and private facilities.
- Antiquities: Purchase and sale of antiquities are illegal. All such Antiquities Laws will be enforced.
- At ACOR we are conscious of our shared environment:
 - *Plastic, Paper, and Metal are Recycled.* You can place your recyclables in the appropriate bins for plastic and metal in the 4th floor Kitchenette.
 - *Electricity Efficiency & Energy Conservation.* **Turn off lights, AC, and heaters if you are leaving your residence room.** If you are the last person to leave the kitchens, library, lounges, carrels, corridors, computer room, etc., please turn off all but one light.
 - *Water Conservation.* **Please conserve water. We only receive it one day each week—Jordan is water-poor!**
- Please respect quiet hours from **10:00 PM to 8:00 AM** in all indoor and outdoor areas.
- If you are using your own vehicle or rental car during your stay and parking it outside, please notify the Administrative Office to register the car information.
- Long-term residents must register their passports and visas with local authorities. ACOR will facilitate this process. Please consult the Administrative Office within the first few days of residency.
- Make sure to lock your door and windows. ACOR is not responsible for money or other valuables left in rooms. There is a safe where you can deposit certain valuables (consult the Administrative Office). ACOR will use care and diligence regarding items placed in the ACOR safe but does not take legal responsibilities for those items. By placing items in the safe, you have agreed to this condition. The safe is not available to be opened on Fridays and Saturdays or on public holidays.

Residence Rooms and Services

All residence rooms have heaters and air conditioning units. To maintain the rooms' appearance, please *do not tape papers, pictures, or posters to walls or doors!* There is a drinking water dispenser in key areas of the residence and ACOR. Each floor has wireless network available for connection - you will need the password **acoracorjo** to use the wireless network. Please note that **check-in is at 2 pm** and **check-out is at 10 am** through the Administrative Office. Please do not leave any items behind. Items left in rooms and/or lab and seminar rooms will be discarded.

ACOR is eager to make your stay at the residence as comfortable as possible by providing the following services:

- *Room Cleaning*

Residence rooms are cleaned once a week, when sheets and towels are replaced. You are responsible for daily cleanliness of your own room. Please refer to the residence cleaning schedule, which is placed in your room. Please note that ACOR does not provide cleaning services on public holidays.

- *Laundry Services*

ACOR's housekeeping provides a laundry service for residents every day except on Fridays and public holidays. The rate for this service is \$ 10 per load (wash and dry). Prices are subject to change.

Please refer to the Laundry service process details placed in your room. Laundry is frequently ready at the end of the same day if handed over early morning. During the busy season, your laundry will be ready the following day. ACOR does not provide ironing services, however you may use the iron and ironing board available on the 4th floor kitchenette area.

- *Bathroom Supplies*

When using the bathroom, please discard ALL paper items in the plastic pail provided. If this pail needs to be emptied before your scheduled cleaning day, contact housekeeping. Please recycle plastic shopping bags collected during your stay to line the small trash can in your room or ask the housekeeping staff for plastic bin liners.

- *Maintenance*

If repairs are required (especially water leaks and runny toilets), inform the Administrative Office ASAP. For urgent matters, please contact the Duty Number at 077 661 6650, or the other publicly displayed staff phone numbers.

- *Lounge and TV Room*

The TV lounge on the 4th floor is a common space for the exclusive use of ACOR residents. The Smart TV allows you to connect your laptop or mobile device via screen share app to stream or watch content. Select 'TV Room' for the wifi network and use **acoracorjo** password.

Please do not invite a guest upstairs to your room or to the common areas upstairs. Be considerate of your fellow guests and their desire for privacy.

- *Mobile Phones*

Consider purchasing a local sim card and top-up credit through one of the main cellular service providers, such as Zain, Orange, or Umniah. When you buy a new local phone number (SIM card), you must have your passport, or a copy of it, with you. Please share your mobile number with the Administrative Office as soon as you obtain it, and provide as well your WhatsApp telephone number.

Library, Seminar Rooms, and Workspace Services

- *Library*

Residents are welcome to use the library 24 hours a day. If you wish to take a book to your room, please fill out an "in-house borrowing" form and leave it on the shelf in the place of the book.

ACOR reserves the right to retrieve the book if it is needed by another researcher. *Please note that the library collection **does not** circulate outside the ACOR facility.* We welcome suggestions for new titles to the library.

The library is equipped with a designated computer for accessing the library catalog. Please do not dominate the main library machines for personal email or general internet use. *Do not install new software or make changes to existing software on ACOR computers without prior approval from the staff.*

If you plan to use the computers in this room for work or e-mails, please make sure to delete your personal items when done with your work.

Please be courteous with your internet usage and postpone large downloads until night time. Limit streaming video or music and large file downloads during business hours. Close the browser or application after using your social media and other communication programs such as Facebook, Messenger, and Zoom.

- *Seminar Room*

The seminar room is located directly across from the stairs on Level 2, is available for seminars, workshops, or classes. Such events are usually scheduled and announced in advance. If you are interested in using the seminar room for your own workshop, class, or private meeting, you can reserve the space for a fee. Please ask the Administrative Office.

- *Study Carrels and Workrooms*

Carrels and workspaces are limited; please refer to the Administrative Office to confirm space availability. Analysis of archaeological material (e.g., ceramics, lithics, bones, etc.) should be conducted only in designated work areas and not in the residence rooms, carrels, library, or storage rooms. Please consult with the Administrative Office.

- *Copy & Printing Machines*

Located in the library. You can also scan to email on this machine.

There are usage log sheets near every printer and copier. Please record the number of pages that you print or copy. Direct payment can be made into the provided metal box, according to copying/printing displayed charges. Please advise the Administrative Office prior to checkout to settle these charges, if not paid.

Services and Facilities for Archaeology

- *Dig and Survey Equipment*

ACOR has a range of equipment available for archaeological work being done in Jordan. Contact the Administrative Office for more information. An email to reservations@acorjordan.org in advance is the best way to submit your request.

- *Flotation Separator*

ACOR has a flotation separator which can be used for a fee. Contact the Administrative Office for more information.

- *Mail*

ACOR in Jordan has two mailing addresses. The first is for normal postal service:

[Your Name] c/o ACOR, P.O. Box 2470, Amman 11181 JORDAN

The second is for express deliveries, such as UPS, DHL, FedEx, Aramex, etc.: [Your Name] c/o ACOR, 8 Rashid al Abadli, Tla' al Ali, Amman 11181 JORDAN Tel: +962-6-534-6117

Please notify the Administrative Office prior to arranging express or postal incoming and outgoing deliveries to assist with the process & logistics. Incoming packages and shipments are subject to taxes, custom duties and clearance charges, depending on the nature and volume of the package.

Note: Jordan often imposes heavy and unpredictable customs fees on packages received through the normal postal services, so be prepared to pay these! ACOR cannot be responsible for such expenses.

- *Additional Services*

For a negotiated fee, ACOR can provide a number of support services, including arranging Arabic tutoring, private/guest lectures, field trips, and receptions. Contact reservations@acorjordan.org for more details.

Safety and Security for Residents

Residents should take the normal precautions that they would in any urban environment. The front door is always locked. Please always make sure it shuts behind you, **and always have the current door access code & your key card with you.** All other ground level doors and windows should be locked when not being used during the day and locked at night.

The library (main and lower level) is closed to the public at 4:00 PM, but open 24 hours/day for residents. The shutters for all ground level doors and windows should be down at night. If you unlock a door or window at night, please lock it when you are finished. The same goes for the shutters. The doors to the outside stairs on all levels are for EMERGENCY USE ONLY. Otherwise, they are to remain locked at all times, even during the summer. Alarms will sound if opened.

Please report any strange persons, packages, or anything abnormal to the staff or call the Duty Number 077 661 6650. Please stay with your guests while they are in the building. If you expect guests, you should be in the lobby to open the door for them, especially after hours. The door code is for residents only. Do not distribute it.

Be careful with your belongings and your valuables and do not leave things where they can be taken, including in the library. Other safety steps and precautions are:

1. Keep your cell phone with you and charged at all times. Make sure there is sufficient credit.
2. Inform ACOR through the Administrative Office about your current cell phone & WhatsApp numbers.
3. Save the ACOR land phone and the Duty phone into your phone (+962-6-534-6117 & 077 661 6650).

Harassment, Sexual Harassment, Discrimination and Assault

Harassment, sexual harassment, and sexual assault are prohibited, whether verbal or physical. They include various forms of sexual abuse and assault by both an acquaintance and stranger. Immediately report any instances to the governmental authorities and talk to ACOR Management. An individual who engages in harassment, sexual harassment or sexual assault is subject to appropriate disciplinary action, and most likely, expulsion and is subject to criminal or civil liability under host country law.

Per our house rules, ACOR does not discriminate against residents, guests, or visitors for any reason. Discrimination within ACOR will not be tolerated.

Fire Alarms

Please respond appropriately and exit the building. Please be smart and safe! A duty person is always in the building to assist when and if the fire alarm is triggered. **Please familiarize yourself on arrival with all Emergency Exit doors.**

Register with the U.S. Embassy in Jordan: <https://travelregistration.state.gov/>

ACOR requests that U.S. citizens register their stay in Jordan with the U.S. Department of State. Registering permits the U.S. Embassy in Jordan to provide you promptly with important information when necessary. It also expedites emergency services should they be required. **ACOR also recommends that all nationalities register with their respective embassies.**

Services and Facilities ACOR Does NOT Provide

- 1. Tourist & Travel Services:** Booking, confirming and paying for airline flight reservations are the responsibilities of residents.
- 2. Vehicle Rental Services.** Arranging and paying for rental vehicles are the responsibilities of residents. ACOR does not rent vehicles.
- 3. Taxi Services.** ACOR may be able to assist you with arranging for a driver, but the Administrative Office will need advance notice. Uber and Careem ride hailing phone apps work in Jordan.
- 4. Secretarial/Research Services.** If you need research assistance, translations, or field liaison interpreters, ACOR may be able to assist you in finding someone (subject to fees, to be negotiated by you with the person directly). We will also assist with expediting overseas shipments if time and personnel resources are available, at a fee, but the organizing and payment is up to you.
- 5. Purchasing Services.** ACOR can provide suggestions on where specific items may be purchased. ACOR does not provide office supplies such as staplers, pens, paper, envelopes, etc. These items are available at local shops.
- 6. Computer Services.** ACOR computers are loaded with a variety of popular programs, but perhaps not the latest version. We suggest that you bring a laptop.
- 7. Embassy/Consular Services.** While ACOR will gladly provide anecdotal and/or general information on visas, bridge permits, residence permits and other travel regulations and legalities, regulations often change. The latest information should be available from the proper ministry, embassy consular or visa section, and ensuring accuracy of this information is the responsibility of residents.
- 8. Medical Services.** If you believe you have a medical issue that requires attention, ACOR can provide you with a list of doctors or hospitals where you may seek medical assistance. ACOR will assist with medical emergencies in all ways possible, but accepts no responsibility for advice, first aid and/or other measures taken or not taken.
- 9. Money Exchange.** ACOR cannot exchange currency. There are money exchangers in many places in Amman, including the nearby Suq Sultan.

Outside of ACOR

- *Exercise Activities*

The following may be of interest:

- 1. Running, cycling, hiking** and many other outdoor group activities are posted on Facebook & social media. Major organizers include Running Amman, Nader Bikes, and Experience Jordan Adventures.

Like/follow these groups or join Amman expat groups on Facebook and other social media platforms to stay updated on various events and activities in Amman. You can also ask for a recommendation in these groups and receive useful responses from the local expats and residents.

- *Suggested Attractions (hours subject to change)*

Facebook and other social media platforms are actively used by groups, businesses, and institutions in Jordan, and they often provide more up-to-date information than the website. Join a few active expat groups of Amman or Jordan and you will see numerous current events and opportunities advertised daily. Suggested places to explore arts and culture include:

1. **Khirbet Salameh Site** is situated outside ACOR across the building. For more details, you can refer to the Site's Story Signage, in addition to the QR code or the following link, for the Site's Augmented Reality access: <https://acorjordan.org/khirbet-salameh/>
2. **The Jordan Museum** in Ras Al Ein. Open 9:30 AM – 2:30 PM daily and Friday afternoons. Closed on Tuesdays. Time is subject to change. Call 06 462 9317 for more information, or check the website and Facebook before you go.
3. **Darat al Funun** in Jebel Webdeh is an art center that encompasses a gallery, library, and café. It hosts special exhibits and events. Closed on Fridays. Time is subject to change. Call 06 6 464 3251 for more information, or check the website and Facebook before you go.
4. **The Jordan National Galleries of Fine Arts** is for those who want to enjoy contemporary art museum, a café, shop, and park. Open 9:00 AM– 7:00 PM daily. Closed on Fridays. Call 06 463 0128 for more information, or check the Facebook.
5. **Al Hussein Park** is a public park that contains open spaces and elements such as the Cultural Village, the Royal Automobile Museum, and the Children's Museum. It is also a good place for a walk, run, or picnic.

- *Nearby Shops*

There are few small shops and facilities within walking distance such as supermarkets, pharmacies, and F&B. These can be found at the bottom of the hill along University Road and in Suq Sultan (up the hill on Uhud Street and then left down the hill), or for closer proximity at the top of the hill and 150 meters to the right.

- *Neighborhood Cats & Dogs*

The nature of ACOR's surrounding grounds at times attracts some stray cats and feral dogs. We strongly recommend not feeding them, to deter them from sticking around. Although they keep away from people, we advise caution and to avoid coming close to them.

Transportation

To and from the Airport

ACOR can refer residents to car services' dispatcher, to and from the Queen Alia International Airport. Please contact the Administrative Office in advance for information, charges and booking the service.

Uber & Careem

Online independent car services are available in Jordan. Use ACOR's full name in the application to pin down the exact location.

Car Rental

Car rental services can be found in Amman and across Jordan. The major international chains offer the highest quality cars and can also arrange a car with a driver. Please be sure that the Administrative Office has the rental car information and car key if you will be off-site, in case we must move the car.

Bus Service

Bus service around Amman is affordable but the route schedule needs to be mastered. Considering the recent pandemic situation, we advise avoiding using buses at this time.

Jett (www.jett.com.jo) is a private bus company offering regularly scheduled routes to major destinations such as Madaba, Petra, Aqaba, etc. Buses are non-smoking. Jett has offices downtown, at the major bus stations, and at the 7th circle next to the Royal Jordanian offices. It is advisable to purchase tickets in advance to guarantee your place on the bus. Be sure to check current promotions online.

Call +962-6-566-4141.

Emergency Procedures

There is always the potential for different types of emergencies. We ask all ACOR residents, especially long-term and fellows, to read the information below and to comply with our requests and recommendations. *Please familiarize yourself with the First Aid Box location and contents by the 4th Floor Residents Lounge area.*

Some Security Scenarios

In our contingency planning we are most concerned about the following emergency scenarios, in order of likeliness to occur:

1. Resident hit by a car or involved in a traffic accident as a driver or as a passenger.
 - The law states that in a car accident the drivers of the cars must remain at the site of the accident until the traffic police arrive. Drivers should not exchange names and insurance information.
 - If you are a passenger in a taxi that has an accident, and no one was hurt, you can leave the site.
 - If you are a driver and you hit a pedestrian, expect that you will be arrested. This is for your own safety to protect you from retaliation. If you are hit by a car, expect that emergency services will attend to you and transport you to the closest medical facility, if necessary.
2. Resident assaulted or involved in a physical altercation:
 - The incident should be reported to the police and medical attention sought if necessary.
 - Please inform the ACOR management immediately.
3. Sunstroke or dehydration.
 - Take reasonable precautions, including going out in groups, carrying and drinking adequate water, and avoiding the sun during times of peak heat.
 - Take yourself or your afflicted colleague to the nearest medical emergency room for treatment if the situation is urgent.

4. Social unrest resulting from political conflict inside Jordan or along its borders.
 - If you come upon a demonstration or an angry crowd, turn around and walk away.
 - If possible, go into a shop or business to wait until the roads become passable.
 - **Do not take photographs.**
5. Acts of terrorism directed at American targets in Jordan.
 - In case of attacks on U.S. or international targets in Amman, the U.S. Embassy American Citizens' Services will advise (this is why it is important for Americans to register their presence in Jordan on the U.S. Embassy website).
 - Residents in ACOR should stay indoors and avoid unnecessary travel until notified all is "clear."

In an emergency, please expect to depend on the good will of the people around you. Emergency phone numbers to call from land and from mobile telephones are presented in a table below. In some situations, the mobile network could stop working. This is why it is important to keep with you the land telephone numbers of ACOR and of your other important contacts. ACOR's land line: 06-534-6117.

Generally, if there is an emergency you should return as soon as it is safe to ACOR. In case ACOR is inaccessible, then the second point of assembly is the Amman International Hotel in the Tla Ali neighborhood, which is visible from ACOR looking north across the field from the library. The Amman International Hotel Tel: 06-534-1712.

Realistically, in any major emergency, the traffic in Amman would likely be so snarled that everyone would face long delays to travel by vehicle. It is important that ACOR knows WHERE our residents and resident scholars are in an emergency and that they are safe. In an emergency, if your friends and family cannot reach you, they will call ACOR to ask about your whereabouts.

Hospitals

If you require medical attention, we recommend the U.S. Embassy affiliated hospital, Khalidi Medical Center near the 4th circle <http://khmc.jo/en/home/> or Abdali Hospital near Abdali Mall <https://www.abdalimedical.com/home> for an emergency or non-emergency visit.

Nearby medical facilities include:

| | | |
|----------------------------|----|------------------------------|
| Jordan University Hospital | or | Tlaa Ali Emergency Hospital. |
| Phone +962-6-535-3666 | | Phone +962-6-533-9008 |

Below is a table of contact numbers in case of emergency. From any phone, a landline or a mobile, if you dial "911" you will be connected directly with an emergency switchboard that will handle your call and direct the relevant authorities to your emergency. Even a mobile phone that has no credit can dial this emergency number.

Emergency Numbers

| | |
|--|-----------------|
| Traffic Police for road accidents and traffic issues | 190 |
| Rescue Police for robbery and harassment | 191 |
| Highway Patrol for issues on the highways | 194 |
| Tourist Police Department | 196 |
| Paramedics and Fire Brigade | 199 |
| Police, Emergency, and Rescue/Civil Defense | 911 |
| Telephone Information Directory (landline only) | 1212 |
| Royal Jordanian at Queen Alia Airport | +962-6-510-0000 |
| Queen Alia Airport Information Desk | +962-6-500-2777 |
| U.S. Embassy (business hours) for regular inquiries | +962-6-590-6950 |
| U.S. Duty Officer (Hot Line) for after-hours emergency | +962-6-590-6000 |
| U.S. Embassy Fax | +962-6-592-0163 |

ACOR Staff

Please be considerate: some staff members live in the building; however, this does not mean they are on duty. Please respect the office hours, days off, and weekends.

If you have business in the Administrative Office, it should be completed by 4:00 PM on a business day, and better yet before 3:00 PM. If you need assistance on a weekend or holiday, you must make PRIOR arrangements when possible.

If there is an emergency after office hours, first check if there is anyone in the office or if the Director or other staff is in the building; if it is a medical emergency, **call 911**.

In an emergency after hours, please contact:

| | |
|----------------------|-----------------|
| ACOR Duty Phone: | +962-776-616650 |
| Zovi Mananian | +962-799-771672 |
| Pearce Paul Creasman | +962-777-004555 |

To dial a mobile number locally, dial 0 followed by the phone number: e.g., 0 776-616650

Please note that these emergency contact telephone numbers are posted near telephone devices so that you can make urgent phone calls; in the Elevator, on a Stand on the Front Desk Counter, and on a Stand inside the Upper Library by the coffee station.

Gym Guidelines (15 April 2022)

General terms

1. Use of the gym is at your own risk.
2. Be safe and responsible and do not exceed your health/fitness abilities. Access will be provided by keycard after having signed the user agreement/release.
3. The gym is only for use of residents and staff. Guests are not permitted.
4. Not more than two people may use the gym at a time.
5. Masks are not required, but please observe social distancing.
6. Return all equipment to its proper condition/place when done and turn off all electronics (TV, AC, etc.) if you are the last person to leave.
7. Red towels are provided in the gym, or you may bring your own. Leave used ACOR towels in the gym hamper. Do not use the white towels from the residential rooms.
8. Sanitize and wipe down all surfaces you have used after your workout with the Clorox wipes provided.
9. User manuals for equipment are in the gym. Read these prior to use. If you do not feel properly and fully informed, do not use a piece of equipment. Ask staff for assistance in advance.
10. Do not leave any personal items in the gym after your workout. Anything left will be considered a donation to ACOR to use or dispose of as it deems appropriate.
11. Immediately report any issues, malfunctions, or other concerns about the equipment, space, schedule, or users to hr@acorjordan.org

Scheduling

1. For residents the gym is available 24/7 – every day, all day.
2. Staff may use the gym on normal business days (Sunday through Thursday) from 7 am to 5 pm, but must reserve a time via the electronic signup, which can be found here: [GYM booking form Online.xlsx](#) .
3. Residents should check this schedule and reserve a time as well during the business days via the [signup link](#).
4. On Fridays, Saturdays, workweek evenings (5 pm to 7 am), and holidays, the gym is *only* for use by residents; no signup or reservation is required. First come, first served.
5. Some days/times may be blocked off by management (e.g., during public events hosted at the center).

Keeping in touch with ACOR

After your stay at the ACOR residence, we hope that you will keep in touch. There are several outreach initiatives that may interest you, even after your journey continues elsewhere.

The ACOR Newsletter. ACOR publishes a newsletter twice a year (summer and winter). The entire catalog of published *ACOR Newsletters* is available on the ACOR website (under “Publications”). The *Newsletter* is mailed around the world at no cost to subscribers.

To enroll, simply give the Administrative Office your mailing address with zip code while you are here or via email to acor@acorjordan.org and note that you want to be on the list.

For the residence guests, please return the completed “Welcome to ACOR Registration Form” with updated contact details to the Administrative Office by the following day of arrival.

ACOR Updates. Through our website or by request either in person or via email we will enroll your email in ACOR electronic updates. You will receive several major communications per year: The *ACOR Newsletter* twice a year (summer and winter) electronically as a pdf document; The *ACOR Insights* twice a year (spring and fall).

You can also follow us on Facebook, Instagram, and Twitter.

The ACOR Lecture Series. If you are in Jordan or in the region, we encourage you to attend the public lectures that ACOR organizes on a monthly basis during the academic year. You can enroll your email address via the website by clicking “mailing list” or simply by sending an email to acor@acorjordan.org and asking to be enrolled. You can see information promoting past ACOR public lectures on our website under “Publications.” Most recent lectures are posted on YouTube.

Donate to ACOR. ACOR is a private, non-profit organization supported by contributions from foundations, corporations and individuals. Donations are welcome. ACOR is tax exempt as an American 501(c)(3) organization, and can receive tax exempt funds in Canada and the U.K. Besides supporting the Amman operations, it is possible to target your support for the Library or to specific fellowship programs that award talented students and scholars. There are fellowships specifically for Jordanian students as well as fellowships for Americans and other nationalities to visit Jordan and pursue their research either at ACOR or in the field. You can see more information on our website under “Donate.”

Donations can be made to ACOR’s Alexandria office (209 Commerce Street, Alexandria, VA 22314-2909, USA) or online <https://www.acorjordan.org/donate/>. Donations cannot be received in Amman.