



ACOR
أَكُور

المركز الأمريكي للأبحاث
AMERICAN CENTER OF RESEARCH

ALEXANDRIA, VIRGINIA | AMMAN, JORDAN

Guidelines for Your Stay

March 2024

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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 and was renovated in 2005 and 2022. Thousands of 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 offers information and should answer most of your questions. Please take the time to read it through upon your arrival. More information is also available at acorjordan.org.

We strive to make the facility a better place to live and work, and we welcome written and verbal recommendations from residents and visitors. You can also 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 during business hours.
- Residence floors and areas (e.g., lounges) are reserved for residents only, and their private guests.
- ACOR has wireless internet coverage for the entire building. The same password (***acoracorjo***) is used for all the accessible networks. Enter this as both the login name 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 a.m.** and **lunch from 1:00 p.m. to 2:00 p.m.** Please note that leftovers are available after **4:00 p.m.**, self-serve from the main kitchen.
- Residents are welcome to invite guests for lunch for US\$ 11.30 (JD8) per guest, subject to availability. Please refer to the administrative office for confirmation at least one working day in advance. Prices are subject to change.
- The main kitchen is for staff use only from 8:30 a.m. to 4:00 p.m. Saturday–Thursday, and from 10:00 a.m. to 3:00 p.m. on Friday and official holidays. Residents are welcome to access the main kitchen outside these hours. Please leave dirty dishes on the designated trays and keep the area clean and tidy.
- Residents can access and use the residents-only kitchen on the 4th floor at any time. This is equipped with a hub, fridge, microwave and essential simple cooking and meal-serving utensils and tools.
- Please note that all regularly scheduled meals (i.e., half-board) include a vegetarian option. When preparing meals for 50+ people daily, we regret that we cannot accommodate more specific dietary considerations, so it is the residents' responsibility to arrange for their needs should these differ from the served buffet.
- Dinner is not included or served at ACOR. For special group dinner bookings and charges, please consult 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 kitchen 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, as well as any expired/spoiled items. Please do not put personal food in the main kitchen refrigerators.

- Out of respect for our colleagues and guests, it is not permitted to prepare or handle pork products in the main kitchen. However, the residents' kitchen on the 4th floor does allow pork products—all utensils and pans in that kitchen should be assumed to have been used with pork in the past. Please do not commingle utensils and pots/pans between the two kitchens.
- 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. You may store and dispose of such in the residents' kitchen.
- To borrow items/utensils from the main kitchen, please notify the kitchen staff. Return borrowed items from the 4th floor residence kitchen and main kitchen as soon as possible. ACOR can assist in replenishing some essential missing kitchen items/utensils in the residents' kitchen to avoid borrowing them from the main kitchen.
- The entire ACOR property is a smoke-free environment. Smoking of any kind (including vaping) is prohibited on our property (*everywhere*: rooms, gardens, roof, patios, stairwells, etc.). Residents who smoke on property will be charged a fee of *at least* \$250 to clean and otherwise attend to such a policy violation. The fee may be greater should cleaning, repair, etc., require. A second smoking incident will result in being asked to leave the premises, at your own expense.
- 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.
- 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 each are in the 4th floor kitchen.
 - *Electricity Efficiency. 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 p.m. to 8:00 a.m.** in all indoor and outdoor areas.
- If you are using your own vehicle or rental car during your stay and parking it outside the building, 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 or vehicles. ACOR has 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 only available to be opened during business hours, so please plan accordingly (e.g., passports for early-morning flights!).

Residence Rooms and Services

All residence rooms have heaters, air conditioning units, and private bathrooms. To maintain the appearance of the rooms, please *do not tape papers, pictures, or posters to walls or doors!* There is a drinking-water dispenser in key areas of the residence, as we do not recommend drinking the tap water. Each floor has wireless network available for connection—both the login and password are **acoracorjo** for using the wireless network.

Please note that **check-in is at 2 p.m.** and **check-out is at 11 a.m.** through the administrative office; check-in/out times are flexible, depending on general occupancy. If you would like earlier or later timing, ask the administrative office; if we can accommodate, we will. Please do not leave any items behind. Items left in rooms and/or labs and seminar rooms or the fridges 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, but alternative days can be coordinated in advance.

- *Laundry Services*

ACOR's housekeeping provides a laundry service for residents every day except 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 details of the laundry-service process placed in your room. Laundry is frequently ready at the end of the same day if handed over early in the morning. During the busy season, your laundry will be ready the following day. ACOR is not able to provide ironing services, but you may use the iron and ironing board available on the 4th floor residents' lounge area.

- *Bathroom Supplies*

When using the bathroom, please discard ALL paper items in the plastic pail provided and do NOT throw into the toilet. This will prevent clogging. If this pail needs to be emptied before your scheduled cleaning day, contact housekeeping. We recycle plastic single-use shopping bags to line the small trash can in your room; ask the housekeeping staff for plastic bin liners if needed.

- *Maintenance*

If repairs are required (especially water leaks and runny toilets), please inform the administrative office ASAP. For urgent matters, please contact the duty number (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 use of ACOR residents and their private guests. The smart TV has Netflix and allows you to connect your laptop or mobile device via a screen share app to stream or watch content. Select "TV Room" for the Wi-Fi network and use **acoracorjo** as the password.

Please be considerate of your fellow residents and their desire for privacy. Groups of guests should be received on the ground floor or the outside garden/porch spaces. Private guests may be received in the residents' lounge and your room.

Mobile Phones

It is easy to purchase 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 well your WhatsApp telephone number, on arrival, so that we may keep you informed of events and important notices.

Library, Seminar Rooms, Workspace Services, and Gym

- *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. *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 multiple computers for public access. Please do not dominate the main library machines for personal email or general internet use, as they are intended for research activities. *Do not install new software or make changes to existing software on ACOR computers without prior approval from the staff.*

Please be courteous with your internet usage. Close the browser or application after using your social media and other communication programs such as Facebook, Messenger, and Zoom. Make sure to logout of all items when completed, as public computers are used by anyone in the center and ACOR cannot be responsible for misuse of accounts that remained logged in.

- *Seminar Room*

The seminar room is located directly across from the stairs on level 2 and 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, library, or storage spaces. Please consult with the administrative office; we usually have plenty of space if used in coordination.

- *Copying and 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. 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 that 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 Rasheed al Abadleh, Tla'a 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 and logistics. Incoming packages and shipments are usually subject to taxes, custom duties, and clearance charges, depending on the nature and volume of the package. You are responsible for all costs. **Note:** Jordan often imposes heavy and unpredictable customs fees on packages received through the normal postal services, so be prepared to pay these!

- *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 and monitored by video. Please always make sure it shuts behind you, **and always have the current door access code and 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 p.m. and at 6:00 p.m. on Saturdays, but it is 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 applies to 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 these doors are propped open.

Please report any strange persons or packages, or anything else 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. Please register guests in the visitors' log placed on the front office counter. 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 via the administrative office as to your current cell phone and WhatsApp numbers on arrival.
3. Save the ACOR land phone and the duty phone numbers in your phone: +962-6-534-6117 and 077 661 6650 or, if dialing from a Jordanian cell phone, 06-534-6117 and 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 the ACOR management. An individual who engages in

harassment, sexual harassment, or sexual assault is subject to appropriate disciplinary action, and most likely, expulsion, and may be 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 note the smoke detector in your room can be triggered by smoke from burnt toast, steam, or excessive dust. Ventilate the room by opening windows in such cases. 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 recommends that all nationalities register with their respective embassies.**

Services and Facilities ACOR Does NOT Provide

- 1. Tourist and 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 organization and payment is up to you.
- 5. Purchasing Services.** ACOR can provide suggestions as to 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 versions. 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 the 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 currency exchange services in many places in Amman, including the nearby Suq Sultan.

Beyond ACOR

- *Exercise Activities*

The following may be of interest:

1. **Running, cycling, hiking**, and many other outdoor group activities are posted on Facebook and other 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 websites. Join a few active expat groups for 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** is an archaeological site situated beside ACOR. For more details, you can refer to the signage at the site, in addition to the QR code there or the following link, to access the site's augmented reality feature: acorjordan.org/khirbet-salameh/
2. **The Jordan Museum** in Ras Al Ein. Open 9:30 a.m. – 2:30 p.m. Sunday, Monday, Wednesday, and Thursday, and Saturday, and also Friday afternoons. Closed on Tuesdays. Open hours are subject to change. Call 06 462 9317 for more information, or check the museum website and Facebook page 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 page before you go.
4. **The Jordan National Galleries of Fine Arts** is for those who want to enjoy a contemporary art museum, café, shop, and park. Open 9:00 a.m.– 7:00 p.m. daily. Closed on Fridays. Call 06 463 0128 for more information, or check the Facebook page.
5. **Al Hussein Park** is a public park with open spaces and features 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 the University Road and also 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 and 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 staying around.

Although they keep away from people, we advise you exercise caution and avoid getting close to them.

Please inform us immediately if there is an incident of any kind.

Transportation

To and from the Airport

ACOR can refer residents to car service dispatchers for getting to and from the Queen Alia International Airport. Please contact the administrative office in advance for information and recommended dispatcher contacts.

Uber and 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 for 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. You can also access the Bus Rapid Transit, a five-minute walk from ACOR. Please consider that using the bus increases your exposure to illness; be aware of current public health circumstances and avoid the bus if conditions dictate.

Jett (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 Airlines 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 and Numbers

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 amounts of 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 Citizen 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 goodwill of the people around you. Emergency phone numbers to call from landline and 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 landline telephone numbers of ACOR and of your other important contacts. ACOR’s landline: 06-534-6117.

Generally, if there is an emergency you should return to ACOR as soon as it is safe to do so. 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 telephone number: 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 (khmc.jo/en/home/) or Abdali Hospital near Abdali Mall (abdalimedical.com/home) for an emergency or non-emergency visit.

Nearby medical facilities include:

Jordan University Hospital
Phone +962-6-535-3666

or

Tlaa Ali Emergency Hospital.
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 Airlines at Queen Alia Airport	+962-6-510-0000
Royal Jordanian Airlines 7 th Circle City Terminal	+962-6-585-7111
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 (hotline) 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 p.m. on a business day, and ideally before 3:00 p.m.. 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 executive director or other staff is in the building; if it is a medical emergency, **call 911**.

In an emergency after hours, please contact:

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 and next to the wall-mounted phone in the gym.

Gym

ACOR has a small private gym on site, for the use of residents and staff only.

Gym guidelines (updated 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 you have signed the user agreement/release.
3. The gym is for use of only residents and staff. Guests are not permitted.
4. No more than two people may use the gym at a time.
5. 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 For urgent matters, please call the duty number (077 661 6650) or the other publicly displayed staff phone numbers.

Gym Scheduling

1. For residents the gym is available 24/7—every day, all day.
2. Normally, it is not necessary to schedule in advance. First come, first served.
Some days/times may be blocked off by management (e.g., during public events hosted at the center or for maintenance).

Keeping in touch with ACOR

After your stay at the ACOR residences, 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 (in March and September). 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 the ACOR electronic updates mailing list. You will receive several major communications per year, including our monthly updates and notification of publication of the *ACOR Newsletter* and essays on our blog, *Insights*.

You can also follow us on Facebook, Instagram, and X (formerly Twitter).

The ACOR Lecture Series. If you are in Jordan, we encourage you to attend the public lectures that ACOR organizes on a monthly basis during the academic year. Remote attendance is also usually possible, by YouTube livestream or Zoom. 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 about past and present lectures and other events at ACOR public on our website (acorjordan.org/events). Most lectures are recorded and posted on our YouTube channel (youtube.com/@ACORJordan1968).

We also have on display in the main lobby and the library areas a QR code that you can scan in order to be added to our mailing list and receive regular updates.

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