



ACOR  
أكور

AMERICAN CENTER OF  
ORIENTAL RESEARCH

المركز الأمريكي  
للأبحاث الشرقية

# Welcome to ACOR

Updated July 28, 2018



Aerial Photograph of ACOR taken on 1 October 2015 by Mat Dalton from the helicopter flyover under the aegis of APAAME (see [www.apaame.org](http://www.apaame.org))

## Contents

The ACOR Environment .....	1
Current Room and Board Rates (as of 1 October 2017) .....	1
Paying Your Bill .....	2
House Rules .....	2
Bathrooms (toilets and showers) .....	3
Mail.....	4
Telephone & Fax .....	4
Computers – Internet Access .....	6
Printers .....	7
The ACOR Library.....	7
Public and Private Spaces at ACOR.....	7
Food & Kitchen .....	8
Electricity.....	9
Laundry.....	10
Dress.....	10
Local Shops .....	11
Recycling at ACOR .....	11
Guidelines, Services, and Fees for Groups .....	11
Services and Facilities ACOR Does NOT Provide .....	13
Exercise Facilities around ACOR .....	13
On Being Active Outside the Gym.....	14
Transportation.....	14
Safety and Security for ACOR Residents.....	16
Emergency Procedures .....	17
ACOR Staff .....	20
Keeping in touch with ACOR .....	21

## AMERICAN CENTER OF ORIENTAL RESEARCH (ACOR)

### Jordan Office

P.O. Box 2470, Amman, 11181 Jordan  
8 Rashid al Abadla, Tla' al Ali, Amman, 11181 Jordan  
Phone: +962-6-534-6117  
Fax: +962-6-534-4181  
Email: [acor@acorjordan.org](mailto:acor@acorjordan.org)

### US Office

665 Beacon Street, Suite 200, Boston, MA 02215-3202, USA  
Phone: +1-617-236-0408  
Email: [acor@bu.edu](mailto:acor@bu.edu)

**The ACOR Environment**

Welcome to American Center of Oriental Research, ACOR. We have prepared this booklet to give guests at the ACOR hostel a reference that should provide information about this institution and answer most questions that may arise over the course of time spent living in the ACOR hostel. Please take the time to read through Welcome to ACOR upon your arrival. More information is also available at [www.acorjordan.org](http://www.acorjordan.org).

Living at ACOR requires that each resident be prepared to share and to treat other residents and staff with respect. Use of the kitchen facilities, common lounge areas, television and video equipment, and computers necessitates cooperation and consideration.

**The ACOR rate includes breakfast before 10:00 AM and lunch served at 2:00 PM.** Please be prompt. If you miss the 2:00 PM lunch, leftovers are available after 4:00 PM.

**Current Room and Board Rates (as of July 2018)**

	Basic ACOR rate		Student ACOR rate	
	Per person per night	Per person if shared room	Per person per night	Per person if shared room
1-14 nights	\$60	\$54	\$40	\$36
15+ nights	\$55	\$48	\$35	\$31
30+ nights	\$50	\$45	\$30	\$27

Type of Resident	Daily Rate
Children (8-12)	\$12
Children (3-7)	\$5
Children (0-2)	Free

Rooms have two single beds and private bath. Apartments have two bedrooms and a shared bath. During periods of high demand there is the likelihood of sharing a room. **Surcharge to keep a single room** in times of high demand for occupancy in the hostel is \$30 (regular rate) or \$20 (student rate) per night.

There is an additional charge of \$2.00 for those staying only one night. This covers part of the additional housekeeping and laundry expense. There is an optional \$2 per reservation donation to the ACOR Annual Fund added to your bill.

**Room Cleaning Schedule**

Hostel rooms are cleaned once a week and sheets and towels are replaced then. You are responsible for daily cleanliness of your own room.

Sunday	5 <sup>th</sup> floor hostel rooms (509–517)
Monday	Basement and sub-basement (floors 1 & 2)
Tuesday	4 <sup>th</sup> floor apartments (411, 412, 413)
Wednesday	6 <sup>th</sup> floor apartments (601–604)
Thursday	4 <sup>th</sup> floor hostel rooms (401–408)
Friday	No cleaning and no laundry service
Saturday	3 <sup>rd</sup> floor and library

On cleaning day, try to be out of your room by 8 AM so the cleaning staff can have access. Let the office or the custodial staff know if you cannot leave the room (for example, due to illness).

### **Paying Your Bill**

**Check out time is noon or by 9 AM if the room is needed for someone that night (you will be so informed). We may allow later check out but you should check with the administration in advance.**

Also check with the office the day before you leave (before 4:00 PM) in order to settle your account if you have not done so before. The office is closed on Fridays. Long-term residents should settle their bills monthly. In payment for services, ACOR accepts:

- Jordanian dinars in cash.
- U.S. dollars in cash. We do not accept currencies other than dinars or dollars.
- Visa & Master card +3% fee added to bill
- U.S dollar checks drawn on a U.S bank. We cannot cash Canadian or European checks

### **Paying Your Bill via the Internet**

You can also pay online through the ACOR website using the link: [www.acorjordan.org/product/pay-acor-bill](http://www.acorjordan.org/product/pay-acor-bill).

Please add 3% to the amount due. For example, if you owe \$100 you should pay online \$103. The extra 3% fee is taken directly by the credit processing company.

### **House Rules**

1. Harassment of fellow residents, guests, or visitors for any reason, including gender, religion, race, color, sexual orientation, disability, etc., will not be tolerated.
2. Drug free environment: The unlawful manufacture, distribution, possession or use of controlled substances is illegal in Jordan and prohibited at ACOR in all of its public and private facilities.
3. Noise: Residents must observe quiet hours from 11:00 PM to 8:00 AM in all indoor and outdoor areas. This includes **not** slamming doors or allowing them to slam!

4. **Smoking is not permitted** inside ACOR and is not permitted in the hostel rooms. Use the veranda, gardens or roof.
5. Visitors are permitted only in the main lobby floor, computer lab and library areas. **Visitors are not allowed in the hostel areas.**
6. Jordanian law views cohabitation as illegal. Thus it is ACOR's policy not to mix unmarried men and women in the hostel.
7. Antiquities: Purchase and sale of antiquities are illegal. All such antiquities laws will be enforced.
8. Remember you are a guest in Jordan. You must obey Jordanian laws—ignorance of the laws is not a defense. You should also comply with local customs as a courtesy.
9. Long-term ACOR residents must register their passports and visas with local authorities, ACOR will facilitate this process. Please follow up with the ACOR Administrator within the first month of residency.

**Residents who violate ACOR rules may lose the right to use the facility and its services. In all cases, the decision of the director is final.**

#### **Rules for Residents**

1. If you are sharing your room, be considerate of your roommate's needs and wishes.
2. You are encouraged to study in your room and/or the library rather than in the main lobby.
3. Respect the privacy of others and keep noise to a minimum (especially during the quiet hours of 11:00 PM to 8:00 AM).
4. ACOR is not responsible for money or other valuables left in rooms. Note that your belongings are well protected in your room if you lock your door.
5. **There is a safe where you can deposit valuables** (consult office staff). ACOR will use ordinary care and diligence in regard to items placed in the ACOR safe but is not responsible for those items. By placing items in the safe, you have agreed to this condition. The safe is not available to be opened on Friday unless for an emergency.
6. Turn off lights if the room will be empty for more than a few minutes (kitchen, hostel rooms, library, lounges, carrels, corridors, computer room, etc.). If you are the last in the library, turn off all but one light.
7. **Repairs:** If repairs are required (esp. water leaks), inform the office ASAP and best before 2 PM.
8. The heaters in your room can be regulated by the black knob on the right side. If you are not in your room for an extended period, please turn the heater off. If you open your window, make sure the heater is off.
9. The shutters can be pulled up with the gray strap near the window. If you pull the shutter up too high, it will jam. Be gentle. To put the shutters down, release the strap. Ask the housecleaning staff to help in the morning if your window shutter gets stuck.
10. Please do not tape papers, pictures, or posters to your walls or doors.

#### **Bathrooms (toilets and showers)**

1. Some toilets flush by lifting the handle at the top. **PLEASE** be sure the handle goes back down to prevent water running after you have left the bathroom.
2. Discard **ALL** paper items in the plastic pail provided in the bathroom. If this pail needs to be emptied before your scheduled cleaning day, deposit the full bag in the main trash bin in the hallway of your floor.
3. Do use 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.
4. Cleaning products are in each bathroom. Extra toilet paper is in the kitchenette off the residents' lounge (4<sup>th</sup> floor) and main (3<sup>rd</sup>) floor toilets.
5. Leave the shower curtain fully extended to dry quickly and prevent the formation of mildew.
6. **Please conserve water—we only receive it one day each week—Jordan is water-poor!**
7. Please get into the habit of taking a **“Navy Shower.”** Get wet, follow by soap and lather without running water, then rinse off in a minute or less. The total time for the running water is typically under two minutes (Source: Wikipedia). This conserves a tremendous amount of water and ensures that everyone will be able to take a shower and be able to flush the toilet, even when there are 40 or more people in the building.

**Shower**

**Normal Use**

Water running, average:  
25 gallons

**Conservative Use**

Wet down, soap, rinse off:  
4 gallons

**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 Abadla, Tla' al Ali, Amman 11181 JORDAN Tel: +962-6-534-6117

**Note:** Jordan often imposes heavy and unpredictable customs fees on packages received through the normal postal services, so be prepared to pay these!

**Telephone & Fax**

There is a telephone book in the library that you may use. For information call 1212. You will find some local phone numbers for local businesses, such as airlines, located next to the phone in the lobby/living room. There are also a variety of directory listings available online.

**Mobile Phones:** Consider purchasing a mobile phone 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 administration as soon as you obtain it.

**Local Calls:** A telephone is available in every hostel room as well as carrels and public areas. Dial "9" for an outside line. Calls within greater Amman are free of charge. Calls beyond the Amman "06" region require the use of a mobile phone.

**Calls to Mobile Phones:** The phone in the main lobby can be used to call mobile phone numbers in case of an emergency. *Please do not use this phone for lengthy personal calls to mobile phones or otherwise.* For brief personal calls to mobile phones there is a small cash box next to the phone; please deposit 250 fils per minute.

**International Calls:** Most people use Skype or other internet international calling that is free or billed to personal account. All the phones in ACOR can make international calls with the use of pre-paid calling cards. (Remember to dial "9" for an outside line) Pre-paid cards for international calling are available in many shops throughout the city.

**Evening Calls:** There may be someone to answer calls in the evenings; however, do not rely on this. It is best to use your mobile phone for personal calls. Feel free to answer the lobby phone when the office is closed. Please take messages, and make sure they are delivered to the appropriate person or the office the next day. If someone you do not know asks for ACOR's address or instructions on how to get here, do not give out this information; tell them to call during office hours the next day. However, if there is a real emergency, you may call the director (x500) for assistance.

**Receiving Calls:** Residents (especially long-term, e.g. fellows, etc.) should provide family and friends with your room and/or carrel numbers/extensions (i.e., Room 401 = ext. 401). This will allow them to ring you directly.

ACOR Phone +962-6-534-6117; ACOR Fax +962-6-534-4181  
962 = Country Code; 6 = City Code; seven digit telephone number

Callers will hear the ACOR greeting and instruction message and be given the opportunity to dial your extension directly. They can select only one extension per call, so it is best to have calls scheduled so they know whether you are in your room or your carrel—otherwise, they will have to make a second call to reach you.

**Fax transmission** must be staff assisted through the Administrative Office, again during business hours. Receiving faxes is free. To send a fax, you will be charged the cost of the call as below:

Greater Amman	No charge
Greater Jordan	J.D. 0.150/minute

Arab Countries and Israel	J.D. 0.500/minute
European Countries	J.D. 0.500/minute
North America	J.D. 0.850/minute
Australia (and others)	J.D. 0.850/minute

### **Computers – Internet Access**

ACOR has wireless coverage for the entire building. Each floor has at least one wireless network available for connection. Some of the networks are secured with WPA encryption—you will need the password **acoracorjo** to use the wireless network. The same password is used for all of the networks—this password is also posted near the office on the lobby level. Enter this as both “login” and “password”. **NOTE:** Some integrated wireless cards are not compatible with the encryption on the WiFi routers – if you cannot connect, please let us know during business hours. Often on Thursdays internet access becomes difficult, it seems all of Jordan is on line at that time. Plan your major tasks that require fast internet connections for days other than Thursdays to avoid frustration and disappointment.

ACOR’s internet service may be interrupted for reasons beyond our control. Long term residents at ACOR may want to purchase independently an internet dongle to get online via local satellite service providers as a backup and to connect a laptop to the internet easily even outside of the building.

NEVER install new software or make changes to existing software on ACOR computers without prior approval from the staff.

### **Library**

There is a computer on the main level of the library for accessing the library catalog; the computer in the corner on the main library level is connected to the internet and may be used if available. JSTOR is now available throughout the building via [www.jstor.org](http://www.jstor.org). Please do not dominate the main library machines for personal email or general web surfing.

### **Seminar Room**

ACOR has computers available 24 hours a day for general use in the seminar room (directly across from the stairs on Level 2). These computers may be used for all types of work, including email and web surfing. However, this room is sometimes occupied by seminars, meetings, or classes and thus unavailable; these events are scheduled and announcements posted in advance whenever possible. Plan your internet needs accordingly. Note that these computers are scanned and updated regularly, and personal files may be deleted. We recommend you delete your personal items as well.

**Please be courteous with your internet usage** and postpone large downloads until night time.

Do not leave Instant Messenger (MSN, Yahoo, etc.), communication programs (Skype, etc.), or webcams connected to the network when not in use. **Limit** streaming video or music and large file downloads during business hours.

## **Printers**

ACOR provides laser printers for use by researchers. One is located on the main library floor and can be accessed from the computer in the far back corner. Another printer is attached to a library catalogue computer on the lower library. The third printer is located in the seminar room and can be accessed from any of the computers there. The cost of printing is 10 piasters. There are usage log sheets near every printer. **Please record the number of pages that you print.** Your usage will be added to your ACOR bill or payment can be made to the main office during business hours. Payment for use of the printers is on the "honor system." Non-residents can also pay for printing to the cash box in the library near the Xerox machines.

## **The ACOR Library**

1. The library is open for residents 24 hours a day. Visitors are advised that the library closes at 4:00 PM Saturday-Thursday, and is closed all day Fridays and on Jordanian designated holidays. Note the library will have reduced hours during Ramadan.
2. No smoking, eating, or drinking is permitted anywhere in the library. Please put mobile phones on silent.
3. If you wish to take a book to your room, fill out an "in-house borrowing" form (mounted on wooden placards) 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.
4. The library collection does NOT circulate outside the ACOR facility.

## **Study Carrels and Workrooms**

Rate: Carrel - \$5.00 per day; Workroom - \$ 8.00 per day. All are subject to (limited) availability. Analysis of archaeological material (e.g., ceramics, lithics, bones, etc.) should be conducted in sub-basement work areas and not in the hostel rooms, carrels, library, or storage rooms, if possible.

## **Copy Machine**

Located in the library, price per copy is 5 piasters. A metal box is provided for direct payment. All copies made must be recorded. Use the counter device to keep track. Extended stay residents may enter the number of copies they make into the log book and they will be billed at the end of each month.

## **Public and Private Spaces at ACOR**

The living room on the main floor of ACOR is a public space. Be aware that the main floor of ACOR is where our visitors, Jordanian and foreigners, first get an impression of ACOR and ACOR scholars. A room full of people lounging with their feet up on the sofas and dressed sloppily does not serve any of us well. As in all interior areas, smoking is NOT permitted.

The TV lounge on the fourth floor and also the rooftop in the summertime are common spaces for the exclusive use of ACOR residents. 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.

### **Parties/Gatherings**

Private parties are not allowed in public spaces at ACOR. This means that if you want to have a party/gathering in an ACOR public space, All ACOR residents are invited and the rules on noise (i.e., quiet time after 11 PM every night) must be observed. Permission for parties must be obtained from the ACOR Director. If you want to have a private party/gathering, please inform the director and private space will be arranged if possible. Additional fees may be applied. If space is unavailable, you will have to take your party outside of ACOR. The ACOR Roof Top area has a tent cover in the non-rainy months. This area is for quiet gatherings. It is not an appropriate or safe location for children. Enjoy the views and space!

### **Food & Kitchen**

**The kitchen is ONLY for staff use from 10:00 AM to 4:00 PM; Saturday-Thursday. Residents may freely use the ACOR kitchen all day on Fridays.**

#### **Lunch**

1. ACOR serves lunch in the dining room promptly at 2:00 PM (1:30 pm during Ramadan).
2. If you do not wish to have the prepared meal on any given day, please inform the office (usually the administrator) as early as possible. This helps us prepare the correct amount of food and prevents waste.
3. As a resident, you may invite guests for lunch for US \$7 or JD 5 per guest. Please inform the office before 9:00 AM the same day, or better yet the day before. The kitchen facilities and food stocks are for residents only.
4. In some instances, specific resident groups have scheduled prepared evening meals; other residents **should not** switch from lunch to these dinners. If you know you need food at night, let us know as it can be put aside by the chef, Ghassan Adawi.

#### **Breakfast**

Residents are permitted to use the kitchen to prepare their own breakfast only before 10:00 AM. At any other time please use the 4<sup>th</sup> floor kitchenette or your apartment kitchen if you have one. ACOR provides basic items such as cereal, bread, milk, eggs, coffee, tea, butter, jam, yoghurt, cheese, and peanut butter. From Saturday to Thursday breakfast dishes may be left as the staff will wash them. On Friday please wash all of your dishes except at lunchtime.

#### **Dinner**

The ACOR kitchen is available for light supper preparations after 4:00 PM. The basic food items (see list under Breakfast) are usually on hand and occasionally there are leftovers from lunch. During busy seasons, it is not uncommon for supplies to be exhausted; therefore, you would need to purchase your own supplies. If you have had the 2 PM lunch, then please wait to eat after any scheduled evening meal service or for other residents who were not present at the 2 PM lunch to ensure there is enough food for them.

### **Personal Foodstuffs**

A refrigerator and storage cupboards are available in the hostel kitchenette, and there is a refrigerator on the 5<sup>th</sup> floor for your personal food. Please put your name and the date on any food. The housekeepers regularly clean the refrigerator and will throw out anything without a name and date. Please do not put personal food in the main kitchen refrigerator.

### **No Pork or Alcohol in the Main Kitchen**

Many of our staff members are Muslim, including our chef, Ghassan Adawi. Please respect their faith and refrain from preparing or cooking pork products in the main kitchen. Also please do not use pots, skillets or utensils from the main kitchen for cooking pork products elsewhere. Should you wish, you may use the kitchenette in the hostel area for pork. A small selection of cooking paraphenalia has been made available for use there. Also, please do not store alcoholic beverages in the main kitchen refrigerator or deposit such bottles in the kitchen trashcan. Do not leave empty alcohol containers in the public spaces of ACOR.

Please return any items borrowed from the kitchen as soon as possible.

### **Drinking Water**

We recommend drinking only boiled and filtered water or bottled water, which may be obtained from any supermarket. ACOR boils and filters water for its in-house supply. The boiled water is found in pitchers in the kitchen refrigerator. You may take these pitchers (please just one at a time) to your room. This water can also be used for brushing your teeth. When you empty a water pitcher, please refill it with boiled water from any of the blue filter tanks in the back right corner of the kitchen—not from the tap—then return the pitcher to the refrigerator. Likewise, refill ice cube trays with boiled water **only**. If you need large quantities of drinking water away from ACOR for surveys, digs or trips, please do not take from the house supply. You should purchase your own drinking water from a vendor.

### **Electricity**

The Jordanian electrical system is 220 volts 50 cycles. There is no standard outlet, although the British three square pin is the most common. Adapters and transformers are readily available. **Check the specifications of your equipment** or talk to a staff member for tips before plugging any computer equipment into the electrical system.

Jordan's electrical service is fairly reliable and clean, but there may be occasional blackouts. We recommend that you keep a flashlight and batteries in your room. Candles may be available in the lobby during such blackouts and there are emergency lights in the public areas.

## **Laundry**

ACOR provides a laundry service (operated by household staff only) for residents every day except Friday and holidays. The rate for this service is \$7.00 per load (wash and dry).

### **Procedures:**

1. Place clothes in a basket (these can be found in the residents' 4<sup>th</sup> floor kitchenette and by the 2<sup>nd</sup> floor laundry). Do not overstuff the basket; otherwise, your load will be split.
2. Leave the basket at Level 2 near the elevator where there is a table with instructions. Baskets left before 7 AM may be completed the same day.
3. Write your name, room, date, and number of loads on the white receipt-type slips available for in-house residents on the table, and **LEAVE** this slip on top of the basket full of clothes (do not take it with you!).
4. Write your name and how you would like your clothes washed on a blank piece of scrap paper and place this on top of your basket.
5. Finished laundry is left on the same floor across from the elevator. Laundry is frequently ready the same day in the late morning. During the busy season, your laundry may not be ready until the following day.

In the closet attached to the kitchenette on the 4<sup>th</sup> floor you will find an iron and ironing board, please be careful and be sure it is unplugged when you finish ironing. In the same closet are kept extra blankets, extra pillows, and extra towels. Dry cleaners in Amman generally provide good service and are less expensive than in the U.S. Some dry cleaners can be found within walking distance of ACOR.

## **Dress**

Please be considerate of the more conservative dress practices of your host country. In addition to being a residence, ACOR is also a place of business, and residents should dress accordingly.

1. Women should not wear shorts, short skirts, or tank tops in public areas of the ACOR building, especially during business hours.
2. Men should also dress in accordance with local customs. ACOR prefers that shorts not be worn by men on the main floor during business hours. However, given current norms, we have relented as Jordanian men are commonly seen wearing shorts in public in hot weather.
3. Hats are not allowed at the dining table.
4. Shoes or sandals must be worn in the public space at all times (no bare feet please!).

## **The Neighborhood Cats and Dogs**

The cats around the building are feral. Do not feed them. If you do feed a cat, please arrange to take it home when you leave, as you have domesticated it. To just abandon it when you leave is animal cruelty. There are many dogs in the area and they bark a lot. Alas, there is nothing we can do about it.

## **Local Shops**

There are quite a few small shops within walking distance to obtain necessary supplies. These can be found at the bottom of the hill along University Road and in Suq Sultan (up the hill and then left down the hill). For basic needs we recommend the supermarkets at the top of the hill and 150 meters to the right. They carry a variety of imported items, i.e., soy milk.

## **Recycling at ACOR**

ACOR recycles plastic, paper, and metal. You can place your recyclables outside in the bins beyond the front garden or in the appropriate bins for plastic and metal in the 4<sup>th</sup> floor Kitchenette as well as for paper in the Xerox Room of the Library. The containers should be lightly rinsed. The house cleaning staff is **not** responsible for this endeavor so please help ACOR be as “green” as possible in Jordan.

## **Guidelines, Services, and Fees for Groups**

### **Supervision, Communication, and ACOR Orientation**

1. All youth/undergraduate groups, including members of excavation teams, require an adult leader/chaperone who is responsible for the group’s stay or visit at ACOR.
2. All groups should designate at least one member who can serve as a primary point of contact and relay important information to group members as necessary.
3. When possible, all groups should schedule to have an ACOR orientation and tour led by a member of the ACOR staff shortly after arrival.
4. Please contact ACOR in advance if interested in renting the seminar room.

### **Transportation**

Any group requesting an airport pickup or return trip for participants (individually or as groups) should provide ACOR with travel information for all group participants well in advance of arrival/departure.

## **Meal Service for Groups**

Included in the ACOR room rate is breakfast and lunch. In case a group wants to be served breakfast, lunch, and dinner at ACOR there will be an additional charge for the third meal. We encourage group organizers to consider planning the third meal out in one of the numerous Amman restaurants and discourage a third daily meal at ACOR.

**Please notify ACOR at least 24 hours in advance of any changes to food schedule.**

**Dinner option provided only for groups not registered for the standard lunch service.**

### **Lunch**

Any group registered for the lunch service must be present for lunch by 2 PM, not later. (If group members are not at ACOR by 2 PM, they must wait until after 4 PM to eat).

### **Dinner (If your group cannot join the 2 pm lunch)**

1. Served-Meal Option
  - a. Fee: 10 people or less (\$30/group/night); 11–20 people (\$40/group/night); 20 people or more (\$60 per night).
  - b. When possible, served meals should be scheduled for 7 PM.
2. Group Overlap:
  - a. If other groups are scheduled to have a *self-serve* meal, please conclude all served meals by 8 PM so others can eat.
  - b. Why this charge? Because ACOR will bring in extra staff in the evening to prepare the meals, set the table, ensure the food is served hot, and clean up the kitchen afterwards.
3. Self-Serve Meal Option
  - a. Fee: no additional fee.
  - b. Limited to groups of 10 or less (more than 10 must have served meal).
  - c. Group Overlap: when dinner is being *served* to another group (at 7PM), *self-serve* dinners should be taken between 4-7 PM or after 8 PM.
  - d. Diners are responsible for cleaning up dirty dishes after the meal.

### **Seminar Room and Rental Rates**

ACOR's air-conditioned seminar room, ideal for small lectures, workshops, and group events, features a printer, projector, whiteboard, several computers, comfortable tables and chairs, as well as facilities for serving coffee, tea, and water. Please contact ACOR in advance to reserve. Fees for renting the room are as follows:

2-hr minimum (\$75)            5-hr block (\$125)            12-hour (\$375) (8AM–8PM)

### **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 ACOR for details.

### **Services and Facilities for Archaeology**

#### **Dig and Survey Equipment**

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

#### **Flotation Separator**

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

### Services and Facilities ACOR Does NOT Provide

- 1. 24 hour payment processing:** The office is open from 8:00 AM until 4:00 PM except Fridays and holidays. Please conduct your business between those hours, and preferably before 2:00 PM. Hours may change in Ramadan.
- 2. Tourist & Travel Services:** Booking, confirming and paying for airline flight reservations are the responsibilities of fellows and/or guests. Royal Jordanian (RJ) Airlines has supported ACOR's work in Petra and we encourage you to fly with RJ. ACOR can provide you with a list of travel agents whom ACOR has worked with in the past.
- 3. Vehicle Rental Services.** ACOR is able to provide information on rental agencies, etc. Arranging and paying for rental vehicles are the responsibilities of fellows and/or resident guests. ACOR is not obligated to provide up-to-the-minute advice on rental rates, and ACOR does not rent vehicles.
- 4. Taxi Services.** Getting a taxi on University Road is rarely a problem except at the end of the work day. ACOR may be able to assist you with arranging for a driver, but the office will need advance notice. Uber and Kareem ride hailing phone apps work in Jordan but can be subject to regulatory complications.
- 5. Secretarial/Research Services.** If you need research assistance, translations, or field liaison interpreters, ACOR may be able to assist you in finding someone. We will assist with expediting overseas shipments if time and personnel resources are available, but the organizing is up to you!
- 6. 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, index cards, etc. These items are available at local shops.
- 7. Computer Services.** ACOR computers are loaded with a variety of popular programs, but perhaps not the latest version. ACOR does not have the staff time nor expertise to provide much in the way of instruction or advice on using the computers and software. We suggest that you bring a laptop with you.
- 8. 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 from week to week. The latest information should be available from the proper ministry, embassy consular or visa section.
- 9. Medical Services.** If you believe you have a medical issue that needs to be dealt with, 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.
- 10. Money Exchange.** ACOR cannot exchange currency. There are money exchangers in many places in the Amman (including Western Union in Suq Sultan).

### Exercise Facilities around ACOR

**Co-Ed Gyms:**

1. **Sports City Gym Complex** is a government park and sports facility that is popular with students. It has a (mixed) gym and machines and access to the outdoor track. They also have swimming pools but that is a separate registration. Telephone +962-6-567-2141 for the gym and +962-6-566- 7181 x 162 for the management. (Sat – Thurs 7 AM – 10 PM and Fri 8 AM – 8 PM.)

#### **Women's Gyms:**

1. **Revolution Ladies Gym** is walking distance up the hill from ACOR telephone +962-6-534-9144 and has various work-out classes, an outdoor pool, and a beauty salon/spa.
2. **Curves** offers a 30-minute circuit training workout. They have several locations in Amman but the closest to ACOR is at Khalifeh Plaza—Suite 205 on HRH Queen Rania Street (University Road) telephone +962-6-5353119
3. **Aspire Ladies Gym and Spa** is near the Sports City Complex and is popular with students. Telephone +962-6-534-7637

#### **On Being Active Outside the Gym**

Remember to check the glass sliding doors leading to the ACOR patio where we regularly post events and activities in Amman. Here you will find information about concerts and performances in Amman, announcements of scholarly lectures at other institutes, and information about art galleries in Amman. Current events and opportunities are also advertised on the internet and on Facebook.

1. **The Jordan Museum** in Ras Al Ein is highly recommended. Open 9:30 AM – 2:30 PM daily except Fridays and Tuesdays. Call 06 462 9317 for more information.
2. **Darat al Funun** in Jebel Webdeh is an art center that encompasses a gallery, library, and café. Highly recommended. Call 06 6 464 3251 for more information
3. **Fastwalking:** Twice a week, a large group of Jordanians (and foreigners) meet at a pre- determined place and walk. Quickly. A fun way to see the city and meet people! See Facebook page <https://www.facebook.com/Fastwalk>.
4. **Bike Trips:** Bike Rush Team (+962-79-9454586 / <http://bike-rush.com/>) organizes bike tours leaving from Amman, as does NaderBikes (<http://www.naderbikes.com/>).
5. **Adventures (Hiking, Climbing, etc):** Numerous companies offer day-long and weekend trips. A few we can recommend include ProHikers (<http://www.prohikers.com/>), Tropical Desert Trips (<http://tropicaldeserttrips.com>), and Experience Jordan (<http://experiencejordan.com>).

#### **Transportation**

##### **To and from the Airport**

ACOR can arrange car service for residents to and from the airport. The cost is 33 JD (\$47) per car ride each way and it will be added to your ACOR bill, but you may wish to provide a small tip directly to the driver. To schedule this service, please send us a request via email and include your exact flight information: airline, flight number, point of flight origin, arrival time, etc. Once the car has been reserved, we will send you another confirmation email. Please do not wait until the last minute to arrange your car service through

ACOR, either for arrival or departure, as it may not then be possible to arrange. We recommend departing from ACOR to the airport four hours in advance of your scheduled flight departure.

Royal Jordanian (RJ) airline runs an airport shuttle service. Buses depart every 30 minutes, between QAIA and RJ's City Terminal located near Safeway grocery store at the 7<sup>th</sup> Circle.

RJ 7<sup>th</sup> Circle terminal phone is +962-6-510 - 0000.

The Airport Authority also operates a bus. The trip from the airport to central Amman usually takes from 45 minutes to an hour. Frequency from 6 AM to 6 PM: every 30 minutes (both ways). From 6 PM to 12 midnight: every 60 minutes (both ways). Bus runs between QAIA and the North bus station – Tabarboor. Airport information available at +962-6-445-1739 and +962-6-445 3187.

### **Taxi**

Al Mumayaz Taxi service is considered reliable, contact number +962-6-579-9999. Generally it is safe and easy to get around Amman via taxi. Typically you simply hail a yellow taxi on the road. A cab driver with another service might give you his card with contact phone/dispatch. It is not appropriate for a woman to sit in the front seat next to the taxi driver. We recommend that you verify that the taxi meter is running when you enter the cab.

Service Taxis are white and they only go along fixed routes between specific destinations. They are shared, so the service cab departs only when it is filled with four passengers. They are inexpensive and safe but may require some mastery of Arabic to comfortably make use of this resource.

### **Uber & Careem**

Online independent car services are available in Jordan to people who have internet enabled smart phones and a credit card to pay for the service. It is necessary to make an account online. Many people use this service successfully.

### **Car Rental**

There are literally hundreds of car rental services in Amman and across Jordan. The major international chains offer the highest quality cars and can also arrange a car with a driver. See the bulletin board or resources in the ACOR library for car rental listings or ask the ACOR administration during office hours.

### **Bus**

Bus service around Amman is safe and affordable but the route schedule needs to be mastered. There are three major bus stations in Amman:

1. North (Al Shemali) station is in the Tabarboor /Tareq neighborhood. Here you catch bus connections to north Jordan destinations, such as Jerash, Irbid, Ramtha, etc. From here also run service taxis to the King Hussein/Allenby Bridge.
2. Central station is known as Raghadan, located near the Roman Theater in the downtown. Here you connect with most of the inter-city transportation, also connections to Zarqa, Mafraq, and Sweileh.

3. South (Al Janoobi) station is in the Wehdat neighborhood. Here you connect to south Jordan destinations such as to Karak, Ma'an, and Aqaba.

**Note** that you can travel to and from Madaba via all three stations.

Jett Bus ([www.jett.com.jo](http://www.jett.com.jo)) is a private company offering regularly scheduled routes to major destinations such as Madaba, Petra, Aqaba, etc. Buses are clean and non-smoking. Jett has offices downtown, at the major bus stations, and at the 7<sup>th</sup> circle next to the Royal Jordanian offices. It is advisable to purchase tickets in advance to guarantee your place on the bus. Phone +962-6-566-4146.

### **Connecting to the Buses from ACOR**

The University of Jordan (UJ) Street has heavy bus traffic. On our side of the street, turn right and before the petrol station is a bus stop that will connect you to Raghadan station. Always check with the driver/other passengers that the bus is going where you want to go. On the other side of the UJ highway (cross pedestrian bridge and walk towards UJ main gate) are many busses, especially to the north and central destinations such as Sweileh, Salt, Jerash, Mafraq, etc.

### **Safety and Security for ACOR Residents**

Men and women should take the normal precautions that they would in any urban environment.

The front door is locked at all times. Please always make sure it is shut behind you. You should have the current door access code with you at all times. 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. If you open them, you are responsible to lock them again with the key.

Please report any strange persons, packages or anything abnormal to the staff or to the police guard on duty in front. Also, 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.

Sadly incidents of petty thievery even inside the ACOR Library have occurred. Be careful with your belongings and your valuables and don't leave things where they can be taken.

1. Keep your cell phone with you and charged at all times. Make sure there is sufficient credit.
2. Inform ACOR about your current cell phone number.
3. Enter the ACOR land phone into your phone memory (+962-6-534-6117).
4. Inform ACOR about any overnight travel away from the facility.

**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.

### **Gender Issues**

Jordan is a conservative Islamic cultural environment where gender roles are strictly defined and there is very little social mixing between unrelated men and women. Men and women should dress conservatively, not showing bare legs, bare upper arms, or any of the midriff. It is inappropriate for men and women to engage in any public displays of affection. Sadly, harassment and assault do occur occasionally and foreign women are often the target of unwanted attention. Women should plan to move around only in the company of other women or a male escort at night.

### **Sexual Harassment and Assault**

Harassment, sexual harassment and sexual assault are acts of aggression, whether verbal or physical. They include various forms of sexual abuse and sexual assault, including both acquaintance and stranger rape. All such behavior is illegal. Immediately report any instances of assault to the authorities and ask for ACOR's help. For more information regarding this process, please continue reading our "Emergency Procedures" section below. An individual who engages in harassment, sexual harassment or sexual assault is subject to appropriate disciplinary action by the administration including, and most likely, expulsion and is subject to criminal or civil liability under host country law.

In general, homosexuality is not widely accepted in the Middle East and North Africa. In Jordan homosexuality is officially illegal. 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**

Occasionally the fire alarms in the building ring. Please respond appropriately and go to the main lobby. Usually, these are false alarms caused by a number of factors. However, we can never be certain until we investigate. Please be smart and safe! A responsible person is always in the building to assist when and if the fire alarm is triggered.

### **Emergency Procedures**

There is always the potential for different types of emergencies: fire, medical, security, etc.

We ask all ACOR residents and especially the ACOR fellows to read the information below and to comply with our requests and recommendations.

### **Some Security Scenarios**

Jordan is a very safe country; however, in our contingency planning we are 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 exchange names and insurance information.
  - If you are a passenger in a cab 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 and put in prison. This is for your own safety to protect you from a tribal vendetta. 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 fight.
    - Incident should be reported to the police and medical attention sought if necessary.
  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 and requires an IV drip.
  4. Social unrest resulting from political conflict inside Jordan or along our 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 a good idea 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, and this is why it is important to keep with you the land telephone numbers of ACOR and of your other important contacts. The "Emergency Contacts Card" can be found on the ledge outside the office. We recommend you keep this card in your wallet while you are in Jordan.

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.

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

#### **Hospitals/Clinics:**

In Amman we recommend the physicians attached to the Arab Medical Center at the 5th circle. If you require medical attention, go to the Arab Medical Center emergency room (even if it is not an emergency).

The Arab Medical Center

Tel.: +962-6-592-1199

Fax: +962-6-592-1282

[www.amc-hospital.com](http://www.amc-hospital.com)

Other nearby medical facilities include:

Jordan University Hospital

or

Tla 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. The emergency switchboard operators speak Arabic and English.

### **Emergency Numbers**

First Aid and Ambulance	199
Police	911
Fire Brigade	199
Civil Defense Emergency	199
Civil Defense Department	+962-6-566-1111
Rescue Police	192
Highway Police	+962-6-534-3402
Traffic Police	190
Traffic Accidents	190
Traffic Operation Administration	190
Amman Municipality	+962-6-463-6112
Telephone Information Directory	1212
Royal Jordanian Flight Information	+962-6-445-3200
Royal Jordanian 7th Circle Terminal	+962-6-510-0000

Queen Alia International Airport	+962-6-445-2700
Source: <a href="http://guide2jordan.com/telephonenumber.htm">http://guide2jordan.com/telephonenumber.htm</a>	

### **ACOR Staff**

ACOR staff members are here to help you, but please be courteous with your requests. Staff in the management and administration include Dr. Barbara Porter, the Director; Dr. Jack Green, the Associate Director; Akemi Horii, the Assistant Director; Nisreen Abu Al Shaikh, the Deputy Director; Starling Carter, the Development Officer; and Rabab Samawi, the Administrator. (Note: complete staff list at end of this booklet.) The office is open every day (except Friday) from 8 AM to 4 PM.

Please be considerate: some staff members live in the building. This does not mean they are on duty 24 hours a day seven days a week. Please respect the office hours and days off (Fridays and Jordanian holidays). If you have business in the office, it should be completed by 4:00 PM on a business day, and better yet before 2 PM. If you need assistance on a Friday 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 is in the building; if it is an absolute emergency, **call 911** or consult with the police guard outside. You will find a first aid kit in the kitchen on the main floor of the building. In an emergency after hours contact:

<u>Person</u>	<u>room/extension</u>	<u>Mobile</u>
ACOR Main Office / Admin	300	
Janet Lumbang, Night Duty	209	+962-779-626809
Dr. Barbara Porter	500	+962-777-341341
Akemi Horii (backup)		+962-770-100155

**Note:** Remember to dial “9” when using an ACOR phone to get an outside line:

U.S. Embassy (business hours)	+962-6-590-6000
U.S. Duty Officer (after hours/weekends)	+962-7-9560-9987
U.S. Embassy Marine Command Post	+962-6-590-6500

Director	Barbara A. Porter
Associate Director	Jack Green
Assistant Director	Akemi Horii
Administrator	Rabab Samawi

Deputy Director	Nisreen Abu Al Shaikh
Accountant	Dana Al Shanteer
Head Librarian	Carmen (Humi) Ayoubi
Assistant Librarian	Samya Kafafi
Archive & Library Assistant	Yousef Abu Ali
Development Officer	Starling Carter
Chef	Ghassan Adawi
Facilitator	Sa'id Adawi
Building Maintenance Manager	Abed Adawi
Conservation Technician	Naif Zaban
Head Housekeeping	Cesar Octavo
Housekeeping Staff/Laundry	Norma Costales
Housekeeping Staff/Evening	Janet Lumbang

### **Keeping in touch with ACOR**

After your stay at the ACOR Hostel, we hope that you will keep in touch. There are several ACOR 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) that includes a scholarly article about current research in archaeology, history, or cultural heritage in Jordan as well as updates on ACOR programs and activities. It contains information about the ACOR Fellowship program, scholars in residence and award recipients, and it recognizes individuals who donate to ACOR. The entire catalogue of published *ACOR Newsletters* is available on the ACOR website (under “Publications”). The *ACOR Newsletter* is mailed around the world at no cost to subscribers. To enroll, simply give the ACOR administration your mailing address with zip code while you are here or via email to [acor@acorjordan.org](mailto:acor@acorjordan.org) and note that you want to be on the list.

*ACOR Electronic 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. First, you will receive the *ACOR Newsletter* twice a year (summer and winter) electronically as a pdf document. Second, you will receive *ACOR Insights* twice a year (spring and fall). *ACOR Insights* is an E-Bulletin that draws from materials published on the ACOR Blog. Blog posts are written in a journalistic style by ACOR staff and by invited contributors. They include beautiful photography and an informal view into the research of ACOR fellows, the lives of ACOR community members, and other activities around Jordan where ACOR plays a role. *ACOR Insights* is only distributed via email.

*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. These public lectures are presented by senior researchers who speak for approximately an hour in English on topics related to archaeology and cultural heritage, and the lectures are followed by a Q&A period and then a reception. You can enroll your email address via the website by clicking “mailing list” or simply by sending an email to

[acor@acorjordan.org](mailto:acor@acorjordan.org) and asking to be enrolled. You can see information promoting past ACOR public lectures on our website under “Publications.” The ACOR Lecture Series sends an email promoting the lecture and listing other announcements approximately twice a month during the academic year.

*Donate to ACOR.* ACOR is a private, non-profit organization supported by contributions from foundations, corporations and individuals, and by funds generated by the Amman operation. Donations are welcome. ACOR is tax exempt as an American 501(c)(3) organization. Besides supporting the Amman ACOR operations, it is possible to target your support for the ACOR 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.” Hostel residents have the option to donate \$2 to the annual fund when they pay their ACOR bill.

If you ever lose interest in ACOR’s outreach, you will find an “unsubscribe” link at the bottom of all electronic messages from ACOR. You may also like to visit our website [www.acorjordan.org](http://www.acorjordan.org) and keep up with us via social media. ACOR’s Facebook, LinkedIn, and Twitter contain announcements about current events at ACOR, posts from ACOR’s blog, conference and lecture schedules, and opportunities for scholarships and jobs that come across our desk and are judged to be of interest to the broad ACOR community.