

Delegate Joining Instructions Warwick Conferences' Conference Park

We are delighted that you will be joining us at the University of Warwick. We hope that the information provided in this document will help you get the most from your event. Please bring these instructions with you as you will find them useful whilst you are on campus.

The Conference Park is on the main campus of the University of Warwick located on the outskirts of Coventry, which is accessible by road, rail and air. You can download further information from the website at www.warwickconferences.com, following the link 'how to find us'. A further link can be found for any relevant traffic information

<http://www.warwickconferences.com/delegates/delegates-conference-park>

The Conference Park is the name given to the facilities provided by Warwick Conferences on the main University campus.

Getting here:

University and local roadworks 2014

- The University in conjunction with the local areas are working on a major development to improve the roads in and around the University.
- Specifically aiming to improve the safety and capacity of our roads and the appearance and accessibility of major areas of campus.
- This all starts this summer with major changes to Gibbet Hill Road, starting on 23 June 2014 and due to end in October 2014, with sections of the road closed at times.
- We recommend that you allow approximately an additional 30 minutes for your journey (and more at standard rush hour times) as there may well be congestion around campus. On approach to campus, please be aware of diversion signage and follow as directed.
- Once you're on campus, please pay close attention to signage – diversions and traffic management will change on a daily basis depending on what work is being carried out - staff will be located at car parks and other key areas to assist and advise.

Which direction to approach from:

- For the Conference Park please head for Westwood Heath/Kirby Corner Road. If your journey currently brings you along the A46 then you will need to carry along onto the A45 (there will be diversion signs to the A45).

Where to park:

If you're arriving at Central Campus including:

- Conference Park Reception
- Rootes Building
- Warwick Arts Centre
- Ramphal Building

Please use car parks 7, 8, 8a and 15

Car parking:

Once you arrive on campus please look out for the blue Warwick Conferences signage to direct you to the car parks and conference venues.

Complimentary car parking is available for conference delegates in the allocated car parks on campus (7, 8, 8a and 15). On entering the car park, you will be provided with a pass for these car parks and this should be placed in the window of your vehicle, if arriving after 19.00hrs and some weekends it may be necessary for you to collect a pass from the Conference Reception in the Student Union Building.

Disabled parking spaces are available close to the entrance of main buildings.

As a University campus, from time to time these car parks become full and when this happens alternative parking will be available, which you will be directed to. We advise that you allow sufficient time, for up to a ten minute walk to get to your destination on the Conference Park from the car parks. Some of the car parks are not adjacent to the registration and accommodation areas, it is therefore advisable once you have parked, for you to take your luggage to Conference Reception where you will be able to leave it with the team in the left luggage facility.

Your Event Organiser can provide further information regarding car parking arrangements.

Accommodation:

Please check with your Event Organiser as to which type of accommodation has been reserved for your event and what facilities are available.

Conference Reception:

Located within the Students Union Building. The Reception team are available to answer your queries between 07:00 – 23:00. Here you can also:

- Find out general information
- Arrange for secure luggage storage
- Validate your car parking token
- Collect information on how to connect to the wifi around campus
- Ask about any lost property
- Request additional bedroom supplies such as pillows, blankets, clock radio, bath mat or a bedside lamp

Keys:

You will be provided with one key or key card which will access your room and entry door to the residence. Keys can be left at Conference Reception, Rootes Restaurant (in Rootes Building) or one of the boxes situated in the entrance halls of each residence on the day of your departure.

Bedroom check in/out:

Bedroom keys will be available from 15:00 to 23:00 at Conference Reception. If you plan to arrive after 22.45, please contact Conference Reception to arrange late key collection (wcpreception@warwick.ac.uk). Rooms need to be vacated by 09:30 on your day of departure and all luggage and belongings to be removed at that time. Please inform Conference Reception on arrival, of any difficulties you may have in the unlikely event of an evacuation from your accommodation (e.g. hearing or mobility difficulties).

Disability services:

The University of Warwick aims to be accessible and welcoming to everyone and we are committed to making your visit as easy and enjoyable as possible. If you have any particular requirements that we should be aware of, then please discuss these with your Event Organiser.

Internet access across campus:

If you would like to access the wifi network then please ask at Conference Reception or any of the Information Points around campus (e.g. Rootes Building and Warwick Arts Centre) for details.

Alternatively log onto your device and go to your web / wireless browser:

1. Connect your device to the **'Warwick Guest'** wireless network.
2. Upon your first attempt to access online content with the web browser, you will be redirected to the Warwick Guest Wireless web page (most Apple devices will automatically perform this step).
3. If you already have a valid Warwick Guest account, please login with those credentials, otherwise please continue to create yourself a Warwick Guest account. N.B. This is **NOT** the same account used on the 'conferences' wireless network.
4. Click the link within the sentence 'Click here to create an account' and select 'Attending a conference'.
5. Please provide your details, including a valid mobile phone number, to which you generated guest login will be sent.
6. Follow the web links to return to the Warwick Guest Wireless webpage and login.
7. If you do not have a mobile phone, choose the option 'Click here to register if you do not have a mobile phone' at the bottom of the page to have your login details sent to your email address.

Food and Drink:

All meals are provided in Rootes Restaurant located on the first floor of Rootes Building for all delegates (unless your programme indicates otherwise). The restaurant offers an assisted style service of breakfast, lunch and dinner including a range of hot and cold drinks. Your Event Organiser will be able to advise you regarding the specific arrangements for your event. Please have with you your conference badge or room key to gain access to the restaurant. If you have any special dietary requirements then please inform your Event Organiser.

The bar is located on the first floor of Rootes Building and is the ideal place to network and relax after a day's session. There are also alternative bars in Warwick Arts Centre and Students Union building (check opening times locally)

Payment for all sundry items is by cash or credit card payment only.

Shops, Banks, Cafés and Bars on campus:

The campus has many facilities available to all delegates, for all information and opening times please see the website: <http://www.warwickretail.com>. Warwick Arts Centre cinema offer discounted cinema tickets at £5.50, these can be purchased from the box office and proof of delegate status is required (not applicable for Met Opera Live or NT Live screening).

Sports facilities:

Delegates have use of some of the comprehensive sports facilities including swimming and fitness suite free of charge. Other facilities are available for a nominal charge which will need to be booked in advance. Details and opening times are available at Reception or by visiting the website below.

Delegates need to present their bedroom key at the reception to gain access. See www2.warwick.ac.uk/services/sport for more information.

For more information:

You can also refer to our Frequently Asked Questions document (FAQ's) which can be obtained from your Event Organiser or our website: <http://www.warwickconferences.com/delegates/delegates-conference-park>