

Delegate Joining Instructions

Graphical Models & Genetic Applications

15th – 17th April 2009

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 to get the most from your event. Please bring these instructions with you as you will find them useful whilst on campus.

Travel Details

The University of Warwick is located on the southern outskirts of **Coventry**. Full travel details (by road, air and rail) are outlined in the How to find us & Location Map leaflets'. Additional information regarding Warwick Conferences may be found at www.warwickconferences.com

Car Parking

Conference delegates are invited to park in car parks 15, 8, 7 and 6 where parking is free of charge during your event. If you park in car parks 15 or 7, you will need to collect an exit-code from Rootes Reception in order to leave. All of the University's car parks are displayed on the accompanying "campus map". A luggage store is available in Rootes building if access to bedrooms is not available upon arrival.

Please note meeting rooms, accommodation and dining are not all under one roof so it is advisable to bring suitable clothing and umbrellas as appropriate.

Registration

Registration will take place in the Maths & Stats Building (also known as the Zeeman building) and will be open from 12:00 – 14:00 on Wednesday 15th.

At registration you will receive your delegate information for the conference and your badge from the Registration Desk. Please wear your badge at all times as it will allow entry to the restaurants and help with security. It will also enable you to identify fellow delegates.

Meeting Rooms

All sessions take place in Maths & Stats Building.

Accommodation

Our en suite bedrooms have; clock radio, free internet* access, tea and coffee making facilities, hairdryer and are fully equipped with towels and toiletries. Iron and ironing boards are available in the kitchen/lounge areas. .

Room keys are available from Rootes Building from 15:00 on the day of arrival. Please vacate your room by 09:30 on your departure day. A luggage store is available in Rootes Building. Please note bedrooms do not have telephones. Coin operated and phone card telephones are available throughout the campus, including meeting room areas, Rootes Building and within the residential areas.

You are advised to bring some cash for drinks/sundries as individual room accounts cannot be set up.

Rootes Reception is open 07:00 – 23:00. If you will be arriving later than 23:00 please contact reception in advance.

Internet Access

All bedrooms on campus are networked for free internet access via network point (for computers with an Ethernet network card). Internet cables can be bought from Rootes Reception or the campus supermarket. Alternatively PC's

with free internet and email access are available for both day and residential guests in Rootes Reception. These may be accessed 07:00 – 23:00 everyday.

Shuttle Bus

The University operates a complimentary shuttle bus from Rootes Building, where you will collect your bedroom key, to your en-suite accommodation. Although the service generally runs between 7:00–10:00 & 15:00 – 20:00 his – these times may change at times of low demand.

Rootes Restaurant

During your stay meals (other than lunches) breakfast will be served in Rootes Restaurant - situated on the first floor of Rootes Building. Breakfast will be served between 07:30 – 09:30 for residential delegates. And dinner on Wednesday will also be served here at 19:30-20:30. To gain access to the restaurant you will need either your name badge or meal ticket provided by your Event Organiser.

Workshop Dinner

Please check the location for the Workshop dinner with your conference organiser when you arrive at Registration.

Dietary Requirements

A range of special diets can be catered for. Please inform your Event Organiser of any dietary requirements at least two weeks prior to your event.

Food and Drink Outlets

There are various food and drink outlets around campus. Please see the website for more information and opening times: <http://www2.warwick.ac.uk/services/foodanddrink/>

Facilities

Facilities at the University include a bookshop, pharmacy, cinema, hairdressers, newsagents, Post Office, supermarket and a launderette. There are three major banks on campus with cash dispensers.

Sports facilities are available to delegates free of charge. You will need to take your room key in order to access the facilities. These include indoor heated swimming pool, squash courts, well equipped gymnasium and outside tennis courts. Squash and tennis courts can be booked at the Sports Centre Reception (Ext 23011). The general opening times are 07:15 – 21:30.

Messages

The telephone number for colleagues or family to leave an urgent message for you between 07:00-23:00 is 024 7652 2280. For emergency messages outside these times please call the main University Switchboard on 024 7652 3523. When attending an event at The University of Warwick, please check with your Event Organiser the procedure arranged for messages.

Visitors in need of emergency assistance should contact Security on internal extension 22222

We look forward to welcoming you to The University of Warwick.

Our staff at the Conference Park are here to help you. They will go out of their way to make sure your stay is just as you want it to be. If you need anything just ask.

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