

## 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.

### Getting here:

The Conference Park is on the main campus of the University of Warwick located on the outskirts of Coventry, which is easily accessible by road, rail and air. You can download further information from the website at [www.warwickconferences.com](http://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.

### Car parking:

Once you arrive on campus please look out for the green 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, take the token from the machine, which you can then validate at Conference Reception (please note that in CP8a and 8 there is no token machine but conference delegates are permitted to park in this car park without needing to pay and display).

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:

Is 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
- Arrange your log in codes for wifi computer access around campus
- Ask about any lost property
- Request additional bedroom supplies such as pillows, blankets, clock radio or a lamp

### Bedroom check in/out:

Bedroom keys will be available from 15:00 to 23:00 at Conference Reception. If you plan to arrive after 23:00, please contact your Event Organiser to arrange late key collection. Rooms need to be vacated by 09:30 on your day of departure. 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).

**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.

**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, then please discuss these with your Event Organiser.

**Internet access across campus:**

If you have your own mobile computer then you can access the wifi network by requesting a log in code at Conference Reception or any of our Information Points around campus. Please note if you want to access the Internet on more than one hand held device, then you will require two or more log-in codes.

**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>

**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](http://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>

We strive to continually improve our meeting experience. Tell us what we do well and what we could do better. Please take a moment to complete a feedback form or speak to a member of the Conference Park's management team.