

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 at <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:

Complimentary car parking is available for conference delegates in the allocated car parks on campus (7, 8, 8a, 9, 10 and 15). Please ensure you have printed your parking permit before arriving on campus and display this in your windscreen before leaving your vehicle (the permit will be sent by your Event Organiser). Disabled parking spaces are available within the car parks and 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 meeting rooms. 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 Students Union Building. The Reception team are available to answer your queries between 07:00 – 23:00. Here you can also:

- 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 or a bath mat
- Arrange for secure luggage storage

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 (wcpception@warwick.ac.uk). Rooms need to be vacated by 09:30 on your day of departure and all luggage and belongings should 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.

WiFi access across campus:

To connect your device to the *Warwick Guest* WiFi network.

- If the Warwick Guest gateway page does not open automatically then open a browser such as Explorer, Chrome or Safari and you should be redirected
- If you are not yet registered use *Click Here* to create a new account and then *Attending a Conference*
- Fill in your details and you will be sent a password by text
- If you are unable to use your mobile phone then at the bottom of the page use *Click Here* to register and the details will be sent to your email address. Please ask a member of staff if you need access to a computer to retrieve your login details
- Return to the main login page and enter your details. You may use up to three devices simultaneously and your account will be valid for one week

If you have any problems connecting then please speak to any member of the team.

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 offers discounted cinema ticket prices, 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 the 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>