

Delegate joining instructions



Event Title **Continuous-time and continuous-space processes in ecology**

Event Dates 20-21 April 2010

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. 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 enclosed leaflet, 'Location Map'.

Additional information regarding Warwick Conferences may be found at www.warwickconferences.com

Car Parking

Please note that not all car parks are adjacent to your registration and accommodation areas. Conference delegates are invited to park in car parks 15, 8 and 7. If you are parked in car parks 15 or 7, you will need to collect a code from Rootes Reception to exit these car parks. All of the University's car parks are displayed on the accompanying "campus map". Car parking is free of charge during your event in the conference car parks. A luggage store is available in Rootes building if access to bedrooms is not available upon arrival.



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Registration for your Conference

Delegates arriving on the 19th can collect their folder with badge, dinner voucher and workshop information at Rootes building reception (building 49 on the map) when collecting the keys to their room.

Delegates arriving on the 20th can register from 9:15 to 9:45 in room A1.01 of Zeeman Building (building 35 on the map) where the workshop will take place.

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

Meeting Rooms

The venue for all sessions is room A1.01 which is located in the Zeeman Building (building 35 on the map).

Messages/Assistance

The telephone number for colleagues or family to leave an urgent message for you between 7:00am and 11:00pm is 024 7652 2280. For emergency messages outside these times please call the University Switchboard on 024 7652 3523.

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

Accommodation

Our 867 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 3.00pm on the day of arrival. Please vacate your room by 9.30am 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 and other sundry items as individual room accounts cannot be set up.

Rootes Reception is open 7.00am – 11.00pm. If you will be arriving later than 11pm, 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 are available from Rootes Reception. Alternatively, PC's with free internet and email access are available for both day and residential guests in Rootes Reception. These may be accessed 7:00am – 11:00pm everyday.

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Rootes Restaurant

Dinner on the 19th and breakfast on the 20th, 21st and 22nd will be served in Rootes Restaurant. This is situated on the first floor of Rootes Building.

Breakfast is served between 7:30am and 9:30am for residential delegates.

Dinner on the 19th is served between 19:00 and 20:00.

To gain access to the restaurant you will need either your name badge or meal ticket provided by your Event Organiser.

Dietary requirements

A range of special diets can be catered for. Please inform your Event Organiser of your dietary requirements at least two weeks prior to your event. When entering Rootes Restaurant, please make a member of staff aware of your dietary requirements.

Workshop Dinner

Your workshop dinner on the 21st will be held at 19:30 in the Sutherland Suite, which is located on the second floor of the Rootes Building.

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>



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

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Facilities

Facilities at the University include a bookshop, pharmacy, cinema, hairdresser, newsagent, Post Office, supermarket and laundrette.

There are two 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 an indoor heated swimming pool, squash courts, equipped gymnasium and outside tennis courts.

Squash and tennis courts can be booked at the Sport's Centre on Reception (Ext. 23011).

The general opening times are 7:15am - 9:30pm daily

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

Our Staff at the Conference Park are there 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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