

Delegate Joining Instructions

CRETA Annual Workshop
14th-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: 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, 6 and 7. If you are parked in car parks 15 or 7, you will need to collect a code from Rootes Reception in order 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.

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

Shuttle Bus

The University operates a complimentary shuttle bus from Rootes Building, where you will register for your bedroom, to your accommodation. This service runs between the hours of 7:00am – 10:00am and 3:00pm – 8:00pm

Registration for your Conference

You will receive your delegate information for the conference and your badge from the Registration Desk. The Conference will start on April 14, with an informal lunch in the Department of Economics (in the Social Studies building – number 53 on the map); after this the Registration Desk will move to the foyer of room A0.23, where the sessions will take place. 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 the sessions is room A0.23, which is located in the Social Studies building. All workshops and breakouts are in this building.

Messages

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 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.

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 hours. 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.

Rootes Restaurant

During your stay, the majority of your meals will be served in Rootes Restaurant. This is situated on the first floor of Rootes Building. Breakfast will be served between 7:30am and 9:30am for residential delegates. Lunch and dinner will also be served here at the times indicated by your Event Organiser. 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.

Gala Dinner

The Private dinner on the 14th April will be held in the Sutherland Suite, which is located on the first floor of the Rootes Building. The Private dinner on the 16th April will be held in Scarman House (building 50 on the map). Please confirm timings with your Event Organiser.

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, hairdresser, newsagent, 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 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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