

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, following the link 'how to find us'.

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, 8a and 15). When you enter the car park, take the token (or ticket in car park 8a) from the machine at the entrance, which you will need to validate at Rootes Building Reception. 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 the Rootes Building 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 or alternatively you can view the location of the car parks on our campus map:

http://www2.warwick.ac.uk/conferences/howtofindus/colour_map.pdf

Accommodation:

The Conference Park offers a wide range of accommodation. Please check with your Event Organiser as to which type of accommodation has been reserved for your event and what facilities are available.

Information and luggage point:

Within Rootes Reception there is an information point for all delegates. Here you can:

- Arrange for secure luggage storage
- Validate your car parking ticket or token
- Arrange your log in codes for wifi computer access around campus
- Ask about any lost property
- Enquiries about any parcels which have been delivered in advance of an event
- Access to the Business Centre

Rootes Reception:

The Reception team is available to answer your queries between 7.00am – 11:00pm at the Rootes Building.

Bedroom check in/out

Bedroom keys will be available from 3.00pm to 11.00pm, at Rootes Reception. If you plan to arrive after 11.00pm, please contact your Event Organiser to arrange late key collection. Rooms need to be vacated by 9.30am on your day of departure. Please inform 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 which will access your room and entry door to the residence. Keys can be left at Rootes Reception, Rootes Restaurant or one of the boxes situated in the entrance halls of each residence.

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:

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 Monday – Sunday. If you have your own mobile computer then you can access the wifi network by requesting a log in code at Rootes Reception. The following locations on campus have wifi capacity:

- Warwick Arts Centre – Café Bar
- Science Concourse
- Library Building
- Ramphal – Foyer and Lecture Theatre
- Rootes Building – Panorama, Chancellors, Rootes Reception and the Bar
- Students Union Atrium
- Engineering
- Social Sciences

Internet access in accommodation:

Free access to the internet is available in your bedroom. Ethernet cables are required for this and are available to purchase from reception or alternatively you can bring your own.

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. The bar serves draught beers, a selection of bottled beers, wines, spirits, soft drinks and a variety of teas and coffees. There are also alternative bars in Warwick Arts Centre and Students Union building's.

Payment for all sundry items, is by cash or credit card payment only.

Shops, Banks, Café's 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:

All guests have full use of the comprehensive sports facilities including swimming, squash and tennis. Details and opening times are available at Rootes 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 found on the website at www2.warwick.ac.uk/conferences/faqconference

Talk to us:

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.

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