

Delegate Joining Instructions – Conference Park

We are delighted that you will be joining us at the University of Warwick. Please bring these instructions with you as you will find them useful whilst you are on campus.

Getting to campus and car parking

- The Conference Park is situated on the **Central Campus** of the University of Warwick located on the outskirts of Coventry with good transport links
- 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 **Central** University campus
- Complimentary car parking is available for conference delegates in any of the **Central** campus non-barriered car parks (shared use)
- Your Event Organiser will send you the link to our car parking permit website where you can register, download and print your permit which is to be displayed in your vehicle
- Accessible parking spaces are available in all car parks
- Please inform your Event Organiser if you require an accessible parking space close to your accommodation (blue badge holders only)
- Please inform your Event Organiser if you have particular car parking requirements (i.e. a minibus or high-sided vehicle)

Accommodation

- Please check with your Event Organiser which type of accommodation has been reserved for your event

Conference Reception

- Located within the Atrium of the Student Union building
- Our Reception team are available to answer any queries between 07:00 – 23:00
- A left luggage store is available in Conference Reception

Bedroom Keys

- You will be provided with a key or key card which will access your room and entry door to the residence
- On the day of departure, keys can be left at Conference Reception (in the Students Union building), Rootes Restaurant (in Rootes Building) or one of the boxes situated in the entrance halls of each residence

Bedroom check in/out

- Bedroom keys will be available from 15:00 to 22:45 at Conference Reception
- If you plan to arrive after 22.45, please contact Conference Reception to arrange late key collection wcpception@warwick.ac.uk or 02476 528910
- Rooms need to be vacated by 09:30 on your day of departure. Luggage and belongings should be removed by that time

Whatever you want, call us to make it possible on 024 7652 3222

Email: conferences@warwick.ac.uk

Or for more details go to www.warwickconferences.com

Wi-Fi access across Central campus

- Conference Park delegates can access the “Warwick Guest” Wi-Fi network around campus and within their accommodation. Ask at Conference Reception or any member of the team for assistance if required

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 breakfast, lunch and dinner including a range of hot and cold drinks
- Please have with you your conference badge or room key to gain access to the restaurant
- Please inform your Event Organiser if you have a specific food allergy or a lifestyle dietary requirement (for example: vegan, vegetarian, halal or Kosher)
- Bar facilities are located on the first floor of Rootes Building and is the ideal place to network and relax after a day’s session. There are alternative bars in Warwick Arts Centre and Students Union building (check opening times locally)

Shops, Banks and Cafés on Central campus

- The campus has a range of facilities available to all delegates, for information and opening times please see the website: <http://www.warwickretail.com>
- Warwick Arts Centre cinema offers discounted cinema ticket prices, which can be purchased from the box office. Proof of delegate status is required
- There are branches of Barclays and Santander, both have cash machines in the Students Union Atrium (directly next to Rootes Building). There is also a cash machine outside Rootes Grocery Store

Chaplaincy

- A Chaplaincy is available to all members of the University community and visitors. To gain access to the Chaplaincy, please ask at Conference Reception for details.

Sports facilities

- Guests have free access to Warwick Sport’s premium leisure facilities on campus. For further information please see the website: www.warwick.ac.uk/sport
- You may also contact the Sport Centre Reception on: **02476 523011** (23011 from any internal phone), or by e-mail at: warwicksport@warwick.ac.uk

For more information

You can also refer to our Frequently Asked Questions document (FAQ’s) which can be obtained from our website: <http://www.warwickconferences.com/delegates/delegates-conference-park>

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