

## Delegate Joining Instructions

**MIUA 2010**

**5<sup>th</sup> July – 7<sup>th</sup> July 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 accompanying information and the MIUA conference website. Further details about Warwick Conferences may be found at [www.warwickconferences.com](http://www.warwickconferences.com)

### Car Parking

Conference delegates are invited to park in car parks 15, 7, or 6 & where parking is free of charge during your event. You will need to collect an exit code from Rootes Reception in order to exit these car parks. All of the University's car parks are displayed on the campus map. 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 so it is advisable to bring suitable clothing and umbrellas as appropriate.

### Registration

Registration will take place on Tuesday 6th in the Zeeman Building (Mathematics & Statistics) between 08:30- 09:30.

At Registration you will receive delegate information for the conference and your conference badge. Please wear your badge at all times as it allows entry to the Restaurant, helps with security & enables you to identify fellow delegates.

If you have booked accommodation and are arriving on Monday afternoon/evening you should go to the Rootes Building to collect your bedroom key from the Reception desk. Bedroom keys may be collected from 15:00 on your day of arrival and Rootes Reception is open from 07:00-23:00. There will also be an MIUA information desk in Rootes on Monday afternoon.

### Welcome Reception

There will be a drinks reception in the Warwick Arts Centre on Monday evening 19:00-20:00. Please note that dinner is not provided on Monday and Rootes Restaurant is not available for cash sales.

### Accommodation

Our 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.

Our standard bedrooms have; clock radio, free internet access, hairdryer, washbasin, towels and toiletries with shared bathrooms. Our shared kitchens are all equipped with ironing, tea and coffee making facilities.

Please confirm with your Event Organiser the type of room that you will occupy.

Room keys are available from Rootes Building from 15:00 on the day of arrival. Please vacate your room by 09:30 on your departure day. A luggage store is available in Rootes Building.

Bedrooms do not have telephones. Coin operated and phone card telephones are available throughout the campus,

Rootes Reception is open 07.00 -23.00 – if you will be arriving after 23:00 please advise your organiser in advance.

### Internet Access

All bedrooms on campus are networked for free internet access via network point (for computers with an Ethernet network card) - if you do not have a cable you may purchase one from Rootes Reception. Alternatively PC's with free internet & email access are available for both day and residential guests in Rootes foyer - from 07:00-23:00 daily.

### Meeting Rooms

The venue for the welcome & opening keynote session is the MS01 in the Zeeman Building (Mathematics & Statistics). The session will start at 09:00 prompt. All sessions will take place in MS01.

### Breakfast

On the first floor of Rootes Building is the Rootes Restaurant where breakfast will be served for residential delegates. Breakfast service is from 07:30 (closing at 09:00).

### Refreshments & Lunches

Morning & afternoon refreshments will be served in the Zeeman Building (Mathematics & Statistics).

Lunch on Tuesday will be in The Courtyard restaurant in Scarman House.

Lunch on Wednesday will be a buffet served in the Zeeman Building.

A range of special diets can be catered for. Please inform your Event Organiser of any dietary requirements at least two weeks prior to your event.

Please note that dinner is not provided on Monday.

Rootes Restaurant is not available for dinner, lunches or cash sales at any time

### Gala Dinner (Tuesday)

The Gala dinner on Tuesday will be held in Stratford on Avon. Coaches will leave the Maths Institute at approximately 18:00/18:30. 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, cinema, hairdresser, Post Office, supermarket and a launderette.

There are two major banks on campus with cash dispensers.

Sports facilities, including a swimming pool and a weights room, are available to residential delegates free of charge\* although you will need to take your room key in order to access them. The Sports centre is open 07:15 - 21:30 daily.

\*use of The Fitness Suite, Climbing wall or indoor tennis courts will attract charges..

### Messages

The number for colleagues or family to leave any urgent message for you between 07:00- 23:00 is 024 7652 2280. For emergency messages outside these times please call the main University Switchboard on 024 7652 3523.

When attending the event please check with your MIUA organiser the procedure arranged for messages.

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

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

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f 024 7657 2661

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w [www.warwickconferences.com](http://www.warwickconferences.com)