

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

Please note that **8am – 10am and 4pm – 6pm** are peak times for traffic on campus and the surrounding roads, please allow plenty of for your journey to campus.

- The Conference Park is situated on the **Central Campus** of the University of Warwick located on the outskirts of Coventry with good transport links
- If using a sat nav use post code CV4 7AL which will bring you to the edge of campus then follow signs for central campus
- Download further information from the website at:
<https://warwick.ac.uk/services/conferences/location/howtofindus/>
- The Conference Park is the name given to the facilities provided by Warwick Conferences on the **Central** University campus

Car Parking

- Car parking is available for conference delegates in any of the **Central** campus non-barriered car parks (shared use) highlighted with a “P” on the conference campus map. Once on central campus follow signs for conference car parking.
- Car parks that can be used by conference delegates may be a 10-15 minute walk from the conference venue.
- When central campus car parks are busy you may directed to additional parking facilities on the edge of campus
- Car share spaces are available to use after 10am by delegates during the day but not for overnight parking.
- 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.
- If you do not download and print a permit in advance of arriving on campus you will need to use the pay and display machines (cash only) in the car parks. Up to 2 hours £1.10, up to 4 hours £2.20 & all day £4.50. Parking charges apply 6am - 6pm Monday – Friday
- 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)

Public Transport

- Coventry is on the west coast mainline and is serviced by regular trains, 7 days a week. There is a taxi rank at Coventry station
- Local buses offer a frequent and convenient way of travelling to and from campus. There are regular bus services to the University campus from Coventry city centre and Coventry rail station, with the journey taking approximately 30 minutes.
- For information on buses to campus please see <http://nxbus.co.uk/coventry/>
- Birmingham International airport is approximately 20 minutes from campus by car and connects to many international cities. There is a taxi rank at Birmingham International airport.

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

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 Students 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 check in/out

- You will be provided with a key or key card which will access your room and entry door to the residence
- 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 wcpreception@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
- 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

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 conference 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>
- There are branches of Barclays and Santander located in the students union atrium, both have cash machines available to use. There is also a cash machine outside Rootes Grocery Store

Sports facilities

- Guests have free access to Warwick Sport’s premium leisure facilities on campus including swimming pool and gym other bookable facilities will incur costs. For further information please see the website: <http://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: warwickssport@warwick.ac.uk

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