

Delegate Joining Instructions

International Symposium on Combinatorial Optimization CO 2008 Sunday 16th – Wednesday 19th March 2008

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 are outlined in, 'Location Map' leaflet and additional information may be found at www.warwickconferences.com

Roadworks

Please be aware that major road works are scheduled on the access road to the University. Alternative routes onto campus will be arranged and diversion signs will be in place. All visitors should be aware that this will lead to increased traffic on the roads and allow extra time for their journeys. More information is available on Latest News on www.warwickconferences.com and at <http://www2.warwick.ac.uk/about/visiting/ghr> and will be updated as information becomes available

Car Parking

Delegates are invited to park in car parks 7, 8 & 15 where car parking is free of charge during your event. If you are parked in car parks 15 or 7, you will need to collect an exit-code from Rootes Reception in order to leave these car parks. All of the University's car parks are displayed on the accompanying "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 and car parks are not adjacent to these areas so it is advisable to bring suitable clothing and umbrellas as appropriate.

Registration

Registration on Sunday will take place in the Rootes Building (number 49 on the plan) from 17:00 till 19:00. On Monday, Tuesday, and Wednesday the CO 2008 registration desk will be in the WBS Teaching Centre (number 64 on the plan).

At registration you will receive your delegate information and your badge. Please wear your badge at all times as it allows, aids security and enables you to identify fellow delegates.

Meeting Rooms

The venue for the symposium is the Warwick Business School Teaching Centre (number 64 on the map).

Accommodation

Room keys are available from Rootes Building from 15:00 on the day of arrival. Your accommodation will, dependant on your conference specification, be in either standard rooms in Rootes Residences or ensuite rooms in Jack Martin or Arthur Vick residences (numbers 48, 29 & 3 respectively on the plan). On your day of departure please vacate your room by 09:30. A luggage store is available in Rootes Building.

Should you be arriving after 23:00 please contact reception &/or your organiser in advance.

Shuttle Bus

All guests will collect bedroom keys from the Rootes Building (no.49 on the campus plan). Standard accommodation is in residential blocks very close to this building. For guests in, the slightly more distant, en-suite accommodation areas the University operates a complimentary shuttle bus from Rootes Building this service runs between the hours of 07:00 – 10:00 & 15:00 – 20:00. Should you prefer to walk to your en-suite room it will take between 5 – 9 minutes.

Internet Access

All bedrooms on campus are networked for free internet access (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 07:00 23:00 everyday. Wireless coverage is also available in the Rootes foyer.

Messages

The number for colleagues/family to leave any urgent message for you from 07:00- 23:00 is 024 6522280. For emergency messages outside these times please call the main 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.

Rootes Restaurant

During your stay, the majority of your meals will be taken in Rootes Restaurant on the first floor of Rootes Building. Breakfast will be served between 07:30 – 09:30 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 your name badge and a meal ticket provided at registration.

Welcome buffet

The Welcome Buffet Dinner on Sunday will be held between 18:30 – 21:00 in the Chancellor's Suite, which is located on the second floor of the Rootes Building.

Dietary Requirements

A range of special diets can be catered for. Please inform your Event Organiser at least two weeks prior to your event. You will be given a card with your dietary details and should show this to a member of the Food & Beverage team when in Rootes Restaurant. Vegetarian options are provided as a standard.

Food and Drink Outlets

There are various food and drink outlets around campus including The Bar in Rootes & Café Bar in the Warwick Arts Centre. See www2.warwick.ac.uk/services/foodanddrink/ for more information.

Facilities

In the mall area close to the Rootes Building there are: Natwest, HSBC and Barclays Banks with cash dispensers, a pharmacy, hairdressers, Post Office and a supermarket incorporating a newsagent . Other facilities include a cinema & bookshop in the Arts Centre.

You are advised to bring some cash for drinks and other sundry items as individual room accounts cannot be set up.

Sports facilities are available to delegates free of charge but you will need to take your room key in order to access these. Facilities include swimming pool, squash courts, gymnasium and outside tennis courts.

Squash and tennis courts can be booked at the Sports Centre Reception (Ext 23011).

Emergency Services and Fire Procedures

For help in an emergency dial 22222 from any internal telephone and your call will be directed appropriately. Visitors are asked to familiarise themselves with the University's fire procedures which are displayed in each bedroom.

On discovering a fire in other buildings:

Raise the alarm by breaking the glass in the nearest Break Glass Point.

On hearing the continuous ringing of fire bells:

Stop what you are doing

Leave by the nearest Fire Exit

Walk calmly, do not run

Do not stop to collect personal belongings

Make your way to the nearest evacuation point, standing well clear of the building.

Do not re-enter the building until told to do so by the Fire Service or University Security Staff.

Medical Assistance

The University Health Centre is open Monday - Friday 09:00-13:00 and 14:00-17:00. Visitors in need of emergency assistance should contact Security on internal extension 22222.

Reporting Incidents

In the unlikely event of an accident or other incident occurring on University premises, please report immediately to Rootes Reception (Ext. 22280). Out of reception opening hours, please dial 22222 from an internal phone, or 024 7652 2222 externally to be in direct contact with our 24 hour security staff.

If you have any questions about these instructions or any other aspect of the conference please call the WBS organising office on 024 765 28220 (S Shaw).

We look forward to welcoming you to The University of Warwick

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.

t 024 7652 3222

f 024 7657 2661

e conferences@warwick.ac.uk

w www.warwickconferences.com