

Conference Park

Delegate Joining Instructions

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 the name given to the facilities on the University of Warwick campus. Located on the outskirts of Coventry, it is easily accessible by road, rail and air.

You can find further information on how to find us on our website: www.warwickconferences.com.



Car parking

Complimentary car parking is available for conference delegates in car parks 7, 8, 8a and 15 on campus. For car parks 7 & 15, please take the token from the machine to Conference Reception for validation. There is no token machine in car parks 8 & 8a, however conference delegates are permitted to park in this car park without needing to pay and display.

Disabled parking spaces are available close to the entrance of all main buildings.

As this is a University campus, from time to time these car parks become full: when this occurs 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 from all car parks to get to your destination on the Conference Park. Some of the car parks are not adjacent to the registration and accommodation areas, therefore it is advisable once you have parked, to take your luggage to Conference Reception 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.

When arriving by taxi, please request that your taxi drops you at Conference Reception (next to Senate House & Car Park 7).

Conference Reception

This is located next to Senate House (by car park 7). The Reception Team are available to answer your queries between 07.00am – 11.00pm.

Here you can:

- Acquire general information
- Arrange for secure luggage storage
- Validate your car parking token
- Arrange your log in codes for Wi-Fi access around campus
- Ask about any lost property
- Request additional bedroom supplies (such as extra pillows, blankets or a clock radio)

Accommodation

Please check with your Event Organiser as to which type of accommodation has been reserved for your event and what facilities are available.

Bedroom check in / out

Bedroom keys will be available from 3.00pm to 11.00pm at Conference 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 09.30am on your day of departure. Please inform Conference Reception upon 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. On the day of your departure keys can be left at Conference Reception, Rootes Restaurant (in the Rootes Building) or in one of the boxes situated in the entrance halls of each residence.

Updated for Summer Vacation 2013

Conference with confidence

www.warwickconferences.com



Internet access across campus

The Wi-Fi network can be accessed from any device by requesting a log in code at Conference Reception or at any of our Information Points around campus. Please note each device will require a separate Wi-Fi log-in code.

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, please discuss these with your Event Organiser.

Food and Drink

All meals are provided in Rootes Restaurant located on the first floor of Rootes Building (unless your programme indicates otherwise). The restaurant offers an assisted style service at 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.

To gain access to the restaurant, please have with you your conference badge or room key. If you have any special dietary requirements, please inform your Event Organiser in advance. 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. There are also alternative bars in Warwick Arts Centre and the Students Union building (check opening times locally).

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

Shops, Banks, Cafés and Bars on campus

The campus has many facilities available to all delegates, for all information and opening times please visit:
<http://www.warwickretail.com>.

Sports facilities

Delegates have use of some of the comprehensive sports facilities, including the swimming pool and fitness suite, free of charge. Other facilities are available for a nominal charge which will need to be booked in advance. Details and opening times are available at Sports Centre Reception or by visiting the website below. Delegates need to present their bedroom key at the Sports Centre 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 obtained from your Event Organiser or on our website:

<http://www2.warwick.ac.uk/conferences/delegateinformation/-faqs/faqconference>.

We continually strive to improve your event experience. Please take a moment to complete a feedback form or speak to a member of the Conference Park team. Tell us what we do well and what we could do better.

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