

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 to get the most from the UKMi Practice Development Seminar. 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 on the University website at <http://www2.warwick.ac.uk/about/visiting/>

By road:

The University of Warwick is located at the centre of the Midlands motorway network. The link below shows details of road directions to campus:

http://www2.warwick.ac.uk/conferences/howtofindus/wc_how_to_find_us.pdf

There is a taxi rank outside the Rootes Building.

By rail:

Coventry Intercity Station is on the Main West Coast Line with regular trains connecting with other major towns and cities. Trains run every half hour to London with an approximate journey time of 60 minutes. Services to Birmingham International and Birmingham New Street are frequent throughout the day. There is a large taxi rank at Coventry Station, just four miles from the Conference Park. Alternatively, a regular bus service is available. For timetables and information on local bus services – please see the website: <http://nxbus.co.uk/coventry/>

By air:

Birmingham International Airport is approximately 20 minutes by taxi. A frequent train service operates to Coventry from Birmingham International Station, adjacent to the airport.

Car Parking

Complimentary car parking is available for conference delegates in the allocated car parks on campus (7, 8a and 15). When you enter the car park, take the token from the machine at the entrance, which will need to be exchanged for your car park exit code at Rootes Reception. Disabled parking spaces are available close to the entrance of main buildings. Not all of our car parks are adjacent to the registration and accommodation areas, it is therefore advisable for you to take your luggage to the Rootes Building where you will be able to leave it in our left luggage room for collection once you have obtained your room key.

Accommodation

All bedrooms are en suite and 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.

Please note that meeting rooms, accommodation and dining areas are not all under one roof. It is therefore advisable to bring suitable clothing and umbrellas as appropriate.

Bedroom check in/out

If you are arriving on Wednesday evening room keys will be available from the main reception in the Rootes Building until 11:00pm. If you will be arriving later than 11pm, please contact reception in advance

On the Thursday morning, room keys will also be available from the main reception in the Rootes Building (next to the UKMi Registration Desk) Registration Desk, either at registration (for the first 100 delegates) or at from 3.00pm.

Please vacate your room by 9.30am on your departure day. A luggage store is available in Rootes Building. Please note bedrooms do not have telephones. Coin operated and phone card telephones are available throughout the campus, including meeting room areas, Rootes

Keys

You will be provided with one key which gives access both to your room and the outer door of the residence. Keys can be left at Rootes Reception or Rootes Restaurant upon departure or in the boxes situated in the entrance halls of each residence.

Information and luggage point:

Within Rootes Reception there is an information point for all delegates. Here you can:

- Arrange for secure luggage storage
- Collect your car parking exit code (if you are entitled to complimentary car parking)
- Arrange your log in codes for wifi computer access around campus
- Ask about any lost property
- Enquiries about any parcels which have been delivered in advance of an event
- General information

Registration for the UKMi Seminar

Registration on Thursday morning will take place in the Rootes Building. From Thursday 2pm, the Registration desk/UKMi Seminar Office will move to the Ramphal Building (building 49 on the map).

The Registration Desk/UKMi Seminar Office will be open:

Day 1: 9.30am - 2.00pm – Rootes Building

2.00pm - 5.30pm – Ramphal Building

Day 2 - 9.00am - 4.00pm – Ramphal Building

You will receive your delegate information for the UKMi Seminar and your badge from the Registration Desk. Please wear your badge at all times. This will allow entry to the restaurants and help with security. It will also enable you to identify fellow delegates.

The UKMi Seminar Office can be contacted by phone at the times detailed above on

07814 816969

Meeting Rooms

The venue for the opening session is the Lecture Theatre located in the Ramphal Building.

Parallel Session rooms are also located in the Ramphal Building. All workshops/parallel sessions/breakouts are in this building, unless otherwise directed at the event.

All refreshment breaks and lunches during the UKMi Seminar programme will take place in the Ramphal Building.

Exhibition

The exhibition will take place in the Ramphal Building.

There will be a **Sponsors' Reception** immediately after the end of sessions on the Thursday afternoon. This is your opportunity to meet and talk to the sponsors without whom the annual UKMi Practice Development Seminar would not be possible.

A larger exhibition, with both sponsors and professional exhibitors, will be held on the Friday morning, and will include lunch. **Please visit all the sponsor's and exhibitors' stands** which have been carefully selected to be of interest to MI staff and who have committed to support the UKMi Practice Development Seminar.

Posters will be available for viewing on the first floor Gallery of the Ramphal Building.

Posters

Posters should be put onto the poster boards provided by the end of lunch on the Thursday as they will be available for viewing and judging during Thursday afternoon.

Conference Dinner and Dance

The UKMi Seminar Dinner on Thursday will be held in the Panorama Suite, which is located on the second floor of the Rootes Building. A drinks reception will be held in The Bar on the first floor of the Rootes Building from 7.30pm.

Party bags containing balloons will be available on each table for delegates to get creative. There will be three categories of balloon sculptures: 'artistic', 'humorous' or 'related to MI' – the best sculpture in each category will win a table prize,

A late bar will be available until 12.30am, after which there will be a 20-minute drinking-up period.

The Dinner will be followed by a disco until 12.30am.

Dress is smart-casual – i.e. men to wear jackets but no **jeans or trainers**.

Messages/Assistance

The telephone number for colleagues or family to leave an urgent message for you between 9:00am and 5.30pm is 07814 816969. For emergency messages outside these times please call the University Switchboard on 024 7652 3523.

Please use the UKMi Seminar Office phone number for arranged messages.

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

Food and drink

Breakfast is provided in the Rootes Restaurant (on the first floor of Rootes Building) from 7:30am. You will need your name badge or room key to gain entry.

Lunches on Thursday and Friday will be provided in the Ramphal Building.

Thursday evening dinner and social event will be held in the Panorama Suite on the top floor of the Rootes Building.

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

Dietary requirements

Special dietary requirements, requested on your applications, should be notified to a member of staff when entering Rootes Restaurant or at the UKMi Seminar Dinner.

Facilities on campus:

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

Sports facilities:

All guests have full use of the comprehensive sports facilities including swimming, squash and tennis. Details and opening times are available at Rootes Reception or by visiting the website below. Delegates need to present their bedroom key at the reception to gain access. See <http://www2.warwick.ac.uk/services/sport> for more information.

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Campus Facilities

Facilities at the University include a bookshop, pharmacy, cinema, hairdresser, newsagent, Post Office, supermarket and laundrette.

There are three major banks on campus with cash dispensers.

For more information:

You can also refer to our Frequently Asked Questions document (FAQ's) which can be found on the website:

<http://www2.warwick.ac.uk/conferences/fagconference>

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

The UKMi Seminar Organisers (look for the white shirts) and 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.