

Information for Delegates

Venue and Location

The venue for this year's conference, University of Warwick (details at url: www.warwickconferences.com) is an attractive parkland campus with a rural aspect, just three miles from Coventry city centre. The campus is compact and delegates will have only a short walk to their accommodation.

The conference and exhibition will take place in the Arts Centre, although workshops and briefing sessions will be held in the Social Studies Building, which is very close to the Arts Centre.

Accommodation

All of the rooms on campus are en suite, mostly in the Jack Martin or Arthur Vick Halls. Shuttle buses run between these Halls and Rootes Building from 07.00 to 10.00 and then from 15.00 to 20.00. All rooms are supplied with towels, bed linen, complimentary toiletries, hair-driers, and tea/coffee-making facilities. Irons can be found in the communal kitchen located by the bedrooms. Delegates are requested to refrain from smoking in their rooms.

Delegates should book into their accommodation at Reception in the Rootes Building. Keys will be available for collection from 15.00 onwards on the day of arrival. Luggage may be left temporarily in the left luggage area at Rootes Reception, although we are advised that for those travelling by car luggage is best left in the car until the room is available.

Delegates are asked to vacate their rooms by 09.30 on the morning of departure, with luggage arrangements as above. Please remember to return your room keys.

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

Travel

For details of how to get to University of Warwick please refer to the leaflet 'Warwick Conferences Location Map' posted to you with your confirmation of booking and invoice. If travelling by car, please use any of the car parks numbered 15, 7 or 8 which are available free of charge. If parking in Car Park 7 or 15, please collect a code from Rootes Reception to exit the car park. There will be clear signage on campus to the available car parks.

If travelling by Rail, the nearest station is Coventry. There is a large taxi rank at the station, and a regular bus service (no.12) operates to the centre of the campus.

There is a taxi rank on campus, outside the Rootes Building.

Conference Registration/UKSG Conference Desk

Registration will take place on Monday morning from 08.00 in the Foyer of the Arts Centre. The conference noticeboards will be located within the Mead Gallery where the exhibition is held.

The UKSG Conference Desk can receive calls between 09.00 and 17.30, the telephone number is +44 (0)24 76 5 22589. In an emergency, outside these hours, the Rootes Reception can be contacted on +44 (0)24 7652 2280, from 07.00 to 23.00. For emergency messages outside these times, please call the main University Switchboard on +44 (0)24 7652 3523

Telephones/Fax/E-mail

There are no telephones in the accommodation rooms. Public telephones (coin operated and phone card payment) are available throughout the campus. Fax and photocopying services are available from Rootes Reception, Fax no. 02476 524887. We are advised that photocopying of large quantities is available through Laser Lizard which is located in the Post Office next to the Students Union on the opposite side of the road from the front of the Arts Centre. All bedrooms on campus are networked for free internet access (for computers with an Ethernet network card). Alternatively, PC's with free internet and email access are available in Rootes Reception from 07.00 to 23.00 daily for both day and residential guests.

Plenary Sessions

All the plenary sessions will be held in the Arts Centre Theatre.

Workshops and Briefing Sessions

Workshops and briefing sessions have been split into two Groups. Group A sessions will take place on Monday at 13.30 and on Tuesday at 09.45, and Group B sessions will take place on Tuesday at 13.45 and on Wednesday at 10.30. These sessions will be held in the Social Studies Building, a three-minute walk away. Please check the noticeboards in the Mead Gallery for the locations of the sessions you have selected.

Informal Meetings and Receptions

We are offering a 1-hour session on Tuesday 17 April from 17.00 -18.00 for any organisation to host a meeting or reception. Please contact Alison Whitehorn if you would like to book a host room – Alison@uksg.org

Exhibition

The trade exhibition is staged in the Mead Gallery of the Arts Centre as an integral part of the conference. Opening times are as follows:

Monday: 10.00-18.00 Tuesday: 09.00-17.00 Wednesday: 09.00-13.00

Badges

Delegates will be provided with badges which should be worn during the day throughout the conference, including at breakfast. Blue spots on badges denote UKSG Committee members, red spots denote speakers and workshop/briefing session leaders. It would be greatly appreciated if delegates could return their badges to the UKSG Conference Desk before departure.

Catering

For delegates arriving on Sunday who have booked dinner, there is a reception at 19.00 (see *entertainment below*). The Café Bar in the Arts Centre will also be open for food until 20.00.

Breakfasts will be in the Rootes Restaurant, first floor, Rootes Building. Please wear your delegate badge. If you have booked for breakfast for Sunday and/or Monday, please show your room key to provide identification.

All lunches and refreshment breaks will be catered for in the Arts Centre foyer.

Monday evening dinner will be served in the Panorama Suite in the Rootes Building. The Conference Dinner on Tuesday night will be held at Stoneleigh Abbey (see *entertainment below*).

Dietary Information

For those delegates who have registered special dietary requirements, please make a member of catering staff aware of your request when taking meals. All lunchtime buffets will cater for vegetarian food, which will be labelled.

Bars

The central campus has two main bars, 'The Bar' situated in Rootes Social Building and the Arts Centre 'Café Bar'. Both serve a wide selection of draught and bottled beers, spirits and soft drinks.

The Bar	Monday – Saturday	12.00 – 24.00
	Sunday	12.00 – 24.00
Café Bar	Monday - Saturday	12.00 – 21.00
	Sunday	15.00 – 21.00

All social areas are non-smoking except 'The Bar'.

Entertainment

Sunday 15 April

For early arrivals our informal Sunday evening gathering will take place on campus. A running buffet will be served from 19.30 to 21.00 in the Chancellors Suite (Rootes Social Building), with a cash bar open from 19.00 to 22.30.

Monday 16 April

An informal drinks reception in the Mead Gallery (Arts Centre exhibition hall) at 18.00 will be followed by dinner in the Panorama Suite (Rootes Social Building) at 19.00, where the rest of the evening's entertainment will take place. (Please note that wine will be provided with dinner and will also be available for purchase at the cash bar.) The ever-popular UKSG quiz will take place after dinner. (Full details of how to participate will be displayed on the notice boards.) A disco follows until 02.00 with a late bar.

Tuesday 17 April

The Conference Dinner will be held at Stoneleigh Abbey. The evening will commence with a drinks reception in the West Wing. Dinner will be served in a marquee on the lawns at the front, overlooking the river. We will be back on campus by 23.00 and, for those who love to boogie, there will be a disco and bar in the Students' Union Cooler until 02.00.

Coaches for the Conference Dinner:

Warwick campus to Stoneleigh Abbey 19.00

(Pick-up/drop-off point on campus – 'The Cone', Arts Centre side entrance)

Stoneleigh Abbey to Warwick campus 22.30

(Ample car parking available for those wishing to make their own way there)

UKSG Annual General Meeting

Delegates from member organisations of the UKSG are encouraged to attend the AGM which will take place at 12.15 on Tuesday 17 April in the Theatre. Non-members are welcome to attend as observers.

Other Campus Facilities

Facilities at the University include a bookshop with limited gift selection, music shop, pharmacy, cinema, hairdresser, newsagent, Post Office, supermarket and a launderette.

There are Natwest, HSBC and Barclays Banks on campus with cash dispensers. These can be found in the mall area around Rootes Social Building. There are also Link and Lloyds cash dispensers. 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. These include indoor heated swimming pool, squash courts, well equipped gymnasium and outside tennis courts.

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

The general opening times are:

Monday – Friday	07.15 – 21.30
Saturday	09.00 – 17.30
Sunday	1000 – 19.30

Medical Assistance

The University Health Centre is open Monday - Friday 9:00am-1:00pm and 2:00pm-5:00pm. Visitors in need of emergency assistance should contact Security on internal extension 22222.

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.

Reporting Incidents

In the unlikely event of an accident or other incident occurring on University premises, please report immediately to Rootes Reception who will then take appropriate action. Please dial 22222 from an internal phone, or 024 7652 2222 externally to be in direct contact with our 24 hour security staff.

Security

Please ensure that you always lock your room, as the University and the UKSG cannot accept responsibility for delegates' personal belongings.

Tourist Information

Tourist information is available from the South Warwickshire Tourist Board website - www.shakespeare-country.co.uk

Cancellations

It is recognised that unforeseen circumstances may necessitate a cancellation. Our policy on cancellations is that cancellations received by Friday 9 March 2007 are eligible for a full refund; cancellations received after that date will not be eligible for any refund.

Booking Queries

If you have any questions about your booking please contact:

Karen Sadler, UKSG Administrator

15a Stile Road, Headington, Oxford OX3 8AG UK

Tel.: +44 (0)1865 744279 Fax: +44 (0)1865 742164 E-mail: Karen@uksg.org