

## Notes for Delegates

1. Accommodation at Whiteknights Hall
2. Car Parking
3. Conference Registration
4. Health and Safety Points (including emergency contact numbers)
5. Location of Conference Sessions
6. Catering
  - Whiteknights Hall
  - Conference Dinner
  - Refreshments in the Agriculture Building
7. Internet Facilities
  - Wireless Network in the Agriculture Building
  - Internet Facilities in Whiteknights Hall
8. Other Facilities on Campus
9. Local Amenities
10. Buses To the Town Centre
11. Taxi Services

### 1. Accommodation at Whiteknights Hall on Whiteknights Campus

Please check-in at **Park Group Reception** at **Windsor Hall**. Your ensuite bedroom will be in Whiteknights Hall. Access to bedrooms will be as soon as rooms are ready, but definitely from 2.00pm onwards. Luggage storage facilities are available at Windsor Hall until rooms are ready, and also on the day of departure. Towels are provided.

Park Group Reception opening hours are:

Sunday 3.00pm – 6.00pm

Monday 8.30am – 11.00pm

Tuesday 7.30am – 11.00pm

Wednesday 7.30am – 5.00pm

Please checkout by 9.30am on the day of departure.

Should you require assistance outside of those hours there are contact points to alert University Security at the entrances to the Halls. Alternatively call Security on 0118 378 7799 (or emergency 0118 378 6300).

Please remember to keep your hall access card with you, as well as your room key. All external doors to the Halls are kept locked at all times and you cannot get access without your card. (Note: to use the card hold it up against the small black box at the hall entrances).

### 2. Car Parking

Car parking is free, without permit, at Whiteknights and Windsor Hall. In all other car parks on campus, including that outside the Agriculture Building, parking is free but you **MUST** display a car parking permit. Parking permits are available at the Agriculture Building conference desk.

Please note, there is no cross campus route by car. To drive from Whiteknights Hall to the Agriculture Building you must leave the campus, turn right into Upper Redlands Road, continue right at the mini roundabout into Whiteknights Road, then just before you come to a second roundabout, turn right into the Earley Gate entrance of the University. Once on campus, take the first left and follow the road round until you reach the Agriculture Building at the end of the track.



### 3. Conference Registration

Conference registration and all conference sessions take place in the Agriculture Building, approximately a 15 minute walk across campus from Whiteknights Hall.

Conference registration is from 10.00am on Monday 2<sup>nd</sup> April. The conference desk in the Agriculture Building will be manned:

Monday 2<sup>nd</sup> April: 10.00am - 6.00pm  
Tuesday 3<sup>rd</sup> April: 8.30am – 6.00pm  
Wednesday 4<sup>th</sup> April: 8.30am – 2.00pm

Please come to the conference desk with any queries, to leave messages for other delegates, or to ask to store luggage securely (room GU06).

### 4. Health and Safety Points

Please take note of the information in the yellow leaflet 'Safety Information for Visitors'.

There are ladies and gents toilets on all floors of the building.

A pay phone is located just at the top of the stairs on the Lower 1<sup>st</sup> Floor, with free calls to the emergency services.

#### *Emergency Contacts*

General University Security can be contacted on 0118 378 7799 (or x7799 from an internal phone)  
The University Emergency control number is 0118 378 6300 (or x6300 from an internal phone)  
External emergency services can be reached by calling 0999 from any internal phone.

#### *Doctors Facilities*

There is a basic first aid room in the Agriculture Building.  
Should you require a doctor, then the University Health Centre can be contacted on 0118 987 4551.  
Out-of-hours your call to the Health Centre will be transferred to WestCall, the primary care trust service provider.  
The A&E department at the Royal Berkshire Hospital (Craven Road) is about a 10 minute drive from here. The Hospital central number is 0118 322 5111. The A&E Department number is 0118 322 7020.

The Agriculture Building is locked outside the core hours of 8.00am-6.00pm and access is by staff only swipe cards (not the same as the hall access cards). However, if locked, the doors can be opened to exit from inside using the rocker switches located by each door.

Should the fire alarm sound whilst in the Madejski Lecture Theatre please exit the building by the door toward the front right of the lecture theatre. From all other classrooms please make your way to the nearest fire exit.

### 5. Location of Conference Sessions

All conference sessions take place in the Agriculture Building as follows:

Executive Committee Meetings	Frank Parkinson Room	Upper 1 <sup>st</sup> Floor
Large Group Sessions	Madejski Lecture Theatre	Lower Ground Floor
Poster Session	1L08	Lower 1 <sup>st</sup> Floor
Other Sessions	1L04, 1L06, 1L14	Lower 1 <sup>st</sup> Floor
Other Sessions	GU04	Upper Ground Floor

Room allocation will be found on the conference programme, and also displayed on each of the session doors.



## 6. Catering

### 6.1 *Whiteknights Hall Catering*

Breakfast will be served in Whiteknights Hall from 7.30am – 8.30am on Tuesday and Wednesday mornings. Dinner, cafeteria style (3 courses plus coffee) will be served 7.00pm – 8.00pm at Whiteknights Hall on Monday.

The Whiteknights Hall bar will be open from 7.00pm - 1.00am on Monday night and opening again after the conference dinner on Tuesday night until 1.00am. Real ale, draught lager and cider and a selection of other alcoholic and soft drinks will be available for purchase.

### 6.2 *Conference Dinner*

The conference dinner will take place on Tuesday night in Cedars, on the Whiteknights campus (approximately halfway between the Agriculture Building and the accommodation hall).

The pre-dinner drinks reception commences at 7.30pm in Cedars with dinner at 8.00pm. A bar will be open in Cedars from 7.00pm and during dinner, and afterwards the bar in Whiteknights Hall will remain open until 1.00am.

### 6.3 *Refreshments in the Agriculture Building*

Refreshments and lunches will normally be served in both the Junior Common Room (Lower Ground Floor) and 1L08 (Lower 1<sup>st</sup> Floor). Timings as follows:

<b>Monday</b>	
10.00am – 12.45pm	Coffee in Junior Common Room (JCR)
12.00pm – 12.45pm	Lunch in JCR and 1L08
3.15pm – 3.30pm	Coffee in JCR and 1L08
<b>Tuesday</b>	
10.00am – 11.00am	Coffee in JCR and 1L08 with poster session
12.30pm – 1.30pm	Lunch in JCR and 1L08
3.00pm – 3.30pm	Coffee in JCR and 1L08
<b>Wednesday</b>	
10.00am -10.30am	Coffee in JCR and 1L08
12.00pm – 1.00pm	Lunch in JCR and 1L08
Additional hot and cold drinks and snacks are on sale from 8.50am until 3.30pm in the JCR.	

## 7. Internet Facilities

### 7.1 *Wireless Network in the Agriculture Building*

A wireless network is accessible from the foyer and JCR. Although access is free, you may need to use a Reading userid to get access to the internet. A supply of temporary userids will be available at conference reception (you will be asked to sign for one of these).

### 7.2 *Internet Facilities in Whiteknights Hall*

Internet access is available from your room in Whiteknights Hall. Instructions for access are available from Park Group Reception. You will need to use a Reading userid (available at the Agriculture building conference desk) to get access to the internet and you should provide your own standard network cable.

## 8. Other Facilities on Campus

Newspapers, sweets, cigarettes, a small selection of over the counter medicines, toiletries and groceries, alcoholic and soft drinks can be purchased from the Students Union shop in Building 29 (middle of campus behind Cedars). Opening hours are 8.30am – 6.00pm.

A cashpoint machine is available at Lloyds Bank, marked on the map (no 55), close by to the Students Union.

Coffee bars are found at Dolche Vita café in the Palmer building (building no 26) and Fusion in the Science and Technology Centre (building no 54).

It is worthwhile taking a walk around the lake if you have time. The Harris Gardens are formally maintained garden areas which have regular 'open days' but are free for you to wander about during your stay here.

## 9. Local Amenities

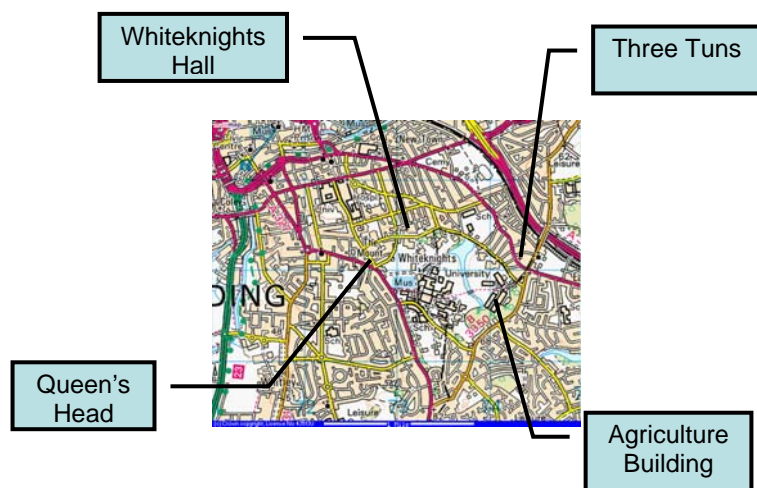
The nearest petrol station (BP) is just around the corner on the junction of Wilderness Road and Wokingham Road (entrance on Wokingham Road). The garage has a small shop and a cashpoint machine.

The Oracle is the main shopping centre of Reading, close to the railway station.

The two nearest pubs are:

The 3 Tuns, on Wokingham Road, almost at the junction with Church Road.

The Queens Head, Christchurch Road.



## 10. Buses to the Town Centre

Bus 17 leaves from diagonally opposite The 3 Tuns on Wokingham Road in front of the fire station, and buses 9, 12, 20 and 144 leave from stops in Shinfield Road. All head to Reading town centre.

## 11. Taxi Services

There are numerous taxi services in Reading. Firms that we have used are:

Checkers Cars 0118 9595959

Woodley Cars 0118 9696989

Ace Taxi's 0118 9676767 (won't accept calls from 'number blocked' numbers, i.e. uni phone!)

If you want a car to collect/drop off at the New Agriculture Building, please specify the EARLEY GATE entrance to the Whiteknights Campus.

If you want a car to collect/drop off at Whiteknights Hall, please specify the Whiteknights Hall entrance to the Whiteknights Campus.