[Event Title]

[Subtitle]

[Event Date]

[Event Time]

[Event Location]

Please find below an overview programme of the event:

# programme

|  |  |  |
| --- | --- | --- |
| TIME | ACTION | VENUE |
| 1700 | **[Guest Arrival]**[Guests to arrive at Reading University, Whiteknights campus. Any guests driving to park in car park 1a and make their way to the registration point in the Palmer Foyer.] | *Car Park 1a, Palmer Foyer* |
| 1800 | **[Event Start]**Insert information about the content of the event, key speakers/messages, and format of the event] | *Palmer G10* |
| 2000 | **[Refreshments]**[Light refreshments and hot drinks to be served in the Palmer Foyer for visitors to allow them to enjoy and network with other attendees.]  | *Palmer Foyer* |
| 2100 | **[Event Close]** | *Whiteknights* |

## Transport and Travel

[Detailed information about how to get to the University campus including a detailed map of the Whiteknights site can be found at: **www.reading.ac.uk/find-us**

Travelling by car and parking

We recommend you use the Shinfield Road or Pepper Lane entrance to the University (see link to Whiteknights map above) and follow event signs to car park x*.* Once parked, guests are invited to make their way to the Building name. The route will be signposted. Parking on the University campuses is free, and no permit is required after 5.00pm and at weekends.

Public Transport

**The University is served by excellent public transport links. Bus and train information is given on the University website, see the link above. The mainline train station is served by a direct link bus service to the campus. The bus route travels through the Whiteknights campus; guests are advised to alight at the Whiteknights House bus stop. Guests can then follow event signs to the Building name.]**

## Refreshments

**[Light refreshments and hot drinks will be served at the event. If you have any allergies or dietary requirements, please contact us at** email address **no later than 14 working days before the event.]**

## Contact Details

[If you have any questions or queries in advance of the event, please contact us on email address or phone number. If you need to make, contact with us on the day of the event itself please call insert name and phone number.]