event title

Events Office

Unit name goes here

Subtitle

Event date

Event location

Please find below an overview programme of the event:

# programme

|  |  |  |
| --- | --- | --- |
| TIME | ACTION | VENUE |
| 0900 | **Heading**Text | *Your text hereor two or more lines* |
| 1000 | **Heading**Text | *More data* |
| 1100 | **Heading**Text | *Extra info* |
| 1800 | **Heading**Text |  |

# 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.**

Contact details

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