



Hello!

Welcome to Deliveroo HQ! We hope you have a great weekend with Rails Girls London. There are a number of volunteers from Rails Girls London and Deliveroo to help with the event. If at any point you need to speak to us we'll be wearing either a Rails Girls London or Deliveroo t-shirt (Deliveroo staff will also be wearing a blue lanyard).

Below we have the details to get you up settled and coding as soon as you are ready!

Wifi

The Deliveroo Guest network is called Deliveroo_Guest
The password is welcome2roo

Registration

Deliveroo HQ is The River Building, 1 Cousin Lane, London, EC4R 3TE:
<https://goo.gl/maps/1dxQwjxCC3T2>

We have ~300 people attending the event! During registration of Friday evening and Saturday morning we'll bring people up to Deliveroo office in groups.

Please make sure you sign Deliveroo's NDA on arrival and give it to a Deliveroo staff member. The NDA is quite long, we attached it to the Rails Girls London invite so you can read it in advance and help speed the process through registration.

On arrival each day you'll be given a teal wristband to wear. You will need to wear the wristbands when in the Deliveroo office as this will help security identify you are here for the event. We will need to collect these when you leave on both Friday and Saturday evenings - this will allow us to use them to host more awesome events at Deliveroo!

If you need to exit and enter the office outside of the registration time please ask a Deliveroo staff member as we'll need to use our access cards to do this.



Spaces available for coding and gathering

Roo pitch

This is the main area for presentations and hanging out. Feel free to chill out on a bean bag.

Cafe area

This will be the area for all the delicious food, snacks and drinks. You can hang out in the cafe all day if you wish but be aware we might need the space to layout meals at certain times.

Meeting rooms

We have a number of meeting rooms available to use. The following rooms located between the Roo pitch and the cafe area (all in the centre aisles) are available:

- Fries, Guava, Hotdog, Ice cream, Jalapeno, Kiwi, Lime, Mac n Cheese, Nectarine, Olive, Pizza, Quiche, Ramen, Sushi. (Note: they're in alphabetical order)
- If these rooms are full there are couple of extra rooms available but please message Jenny Sivapalan on Slack to check.

Booths and chairs by reception entrance can also be used.

Workstations outside of the meeting rooms and cafe are not available to use.

Other guidelines

Any snacks and drinks can be used in the area listed above. Please return any cups and glasses to the cafe. Rubbish bins are also located in the cafe.

Each of these rooms should have plug sockets however it is advisable to charge laptops in advance of attending. Please bring charger if you think you'll need one on the day.

There are remote controls for the screens in each room. Please keep them in the rooms they are located in. Similarly with chairs, if you need to move one to another room then please return it to the original room at the end of the day.



Any photographs you may wish to take over the weekend need to be kept to the Roo pitch area and cafe only. Please avoid taking pictures of workstations, screens and fire exits for security purposes.

You are responsible for your belongings during the event, there will be no storage provided. Please take care of your things.

Toilets

Are located in Zones 2 and 3. These are located near the cafe.

Delicious food

One of the best things about working at Deliveroo is that we can get to test our product. For Friday dinner and Saturday lunch we'll be providing the food from a selection of restaurants that are on Deliveroo and deliveries will be made by our riders.

Both of these plus breakfast on Saturday will be hosted in the cafe. We'll do a shout out on Rails Girls London Slack (#general) to give a heads up on when food is available. We will lay the food out in the cafe and with signs out for dietary requirements including halal, gluten free, vegetarian and vegan options.

Help yourself to drinks and snacks located in the cafe. We'll aim to keep them topped up through the day. There are guides to the coffee machines near the central bank.

Happy coding!

We hope you have a great experience at Rails Girls London. You can find out more about life at engineering at Deliveroo by following us on <https://twitter.com/DeliverooEng>