Delegate Information and Arrival Instructions

Below are details to help you with travel to the Royal Holloway campus, find your accommodation and register for the conference. Linked is the campus guide to help find your way around once on campus. Delegate information and travel directions can be found through:
http://www.rhul.ac.uk/aboutus/locationmap/home.aspx

How to get to the College

By Air
For those arriving at London Airports, we strongly recommend that you do not take the expensive black cabs, but call Windsor Cars http://www.windsorcars.com/ (+44 1753 677677) with whom we have prearranged competitive fares as follows:

Please advise any taxi if you want to check-in first they drop you at The HUB Reception so you are not carrying luggage around the campus.

Taxi from Heathrow:
If called upon arrival, the cash price from London Heathrow (any terminal) is **£21.00**. The driver will meet you at a given location within arrivals. (The collection points at Terminal 1- T4 are the W H Smith at arrivals and at Terminal 5 the Costa Coffee, however, each passenger will be advised when they call.) Please note payment by card will incur a charge.

If pre-booked, the cash price from London Heathrow (any terminal) is **£26.00.** The driver will meet you with a sign and includes a short waiting time. Please note payment by card will incur a charge. To pre-book, please email: bookings@windsorcars.com.

Taxi from Gatwick:
The cost from Gatwick is **£60.00** cash and will have to be pre-booked. Please note all payments via card will incur a charge. To pre-book, please email: bookings@windsorcars.com. The pre booked journeys are Meet & greet, and include 40 minutes waiting and parking. If you call us once you have landed, only 20 minutes waiting is included.

You may find other delegates waiting and can share a taxi to cut costs. Most local taxi companies know the campus well so should be able to deliver you to the correct area for check-in The HUB No: 41 on the campus map.

By Bus
There is a reasonable bus service from London Heathrow Terminal 5 to Royal Holloway. The number 71 bus leaves from outside Terminal 5 and **not** from the Central Bus Station. If you arrive at another terminal follow flight connections signs for internal airport transfer to T5. From the Central bus station a number 441 bus also stops outside the college gates but takes longer due to the route.
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The timetable can be found through the link http://www.surreycc.gov.uk/roads-and-transport/buses-and-trains/bus-timetables/ click on Egham to bring up the timetables for bus number 71 & 441.

By Train
There are frequent services from London Waterloo to Egham (35-40 minutes); Woking to Egham (35 minutes, change at Weybridge) and Reading to Egham (40 minutes). Services at weekends, especially those

on Sunday, are less frequent than on weekdays. Train links to the rest of the country are available via the London stations or Reading. There are usually taxis waiting outside the station and they will be able to deliver you to the campus http://www.southwesttrains.co.uk/plan-your-journey.aspx

By Car

Royal Holloway is on the A30, 19 miles from central London and about a mile south-west of the town of Egham. It is 2 miles from junction 13 of the M25 (London Orbital). After leaving the motorway take the A30 west, signposted to Bagshot and Camberley (this is the Egham by-pass). At the first roundabout, take the second exit; at the second roundabout, again take the second exit and continue on the A30 up Egham Hill. The College is on the left at the top of the hill. Free parking is available on campus which can be found on the Campus plan. SAT NAV post code is TW20 0EX. However, please send your registration number

Please ensure you have provided your car registration number, make, model and colour, prior to arrival to CMS@rhul.ac.uk along with your arrival and departure dates and times so that we are able to add you to the college's Visitor Database for the duration of your stay.

Car Parking Arrangements

- The Campus map shows a variety of car parks on site. For Tuke Hall car parking use **P5**, **P6** or **P7**.
- As car parking spaces are free these can't be booked and are on a first come first served basis.
- **Please note no parking is allowed on the roads by the halls of residence, all parking must be legal, or fines & clamping will take place.**

Directions on campus

- Please use the campus map given on registration to find your way around campus. There will be some signage for UKPC2015 but this will be minimal in compliance with college policy.
- This campus map will help locate your accommodation block and conference venue before arrival
- https://www.venue.royalholloway.ac.uk/contact/campus-map/

Accommodation check-in

Check-in has been requested from 12:00 on Sunday 9th August where rooms are ready. Accommodation is in Tuke Hall (No.9) but you must first check-in at HUB Reception (No.41) to receive your directions and room key (look for the **Information** icon at the bottom of the plan). In case of any problems, please call the Hub Customer Services team between (08:00-21:00) on +44 [0]1784 443285.

Additional night's Bed & Breakfast are still available for 8th August & 13th August 2015 – to enquire email CMS@rhul.ac.uk

It would be helpful for our staff to be aware of late arrivals before the arrival date - please email ConferenceCustomerServices@rhul.ac.uk or TheHubAccommodation@rhul.ac.uk or call +44 [0] 1784 443285.

If your arrival is later than 21:00 our Security staff at the HUB Reception will be able to give you your key and give directions to your room. If Security has provided the key, please ensure you check-in with HUB Reception the next day to confirm arrival.

Your accommodation in conference bedrooms is bed and breakfast in Tuke Hall, with shared kitchen/social areas; allowing ample opportunity to network with your fellow delegates. Cooking is not permitted in these kitchens during conference periods.

- Premium en suite study bedrooms including full bed linen
- En-suite shower / toilet with basic toiletries and towels
- WiFi

- Tea and Coffee making facilities are available in the shared kitchen – Fairtrade products

Please remember to bring electrical adaptors with you, although the general 'Store on Campus' near the halls of residence might have some in stock.

If you are arriving on 8th August please check-in at The Hub Reception to receive your key card Bed & Breakfast independently of the conference before the conference inclusive dates you will have received confirmation and check-in details already.

Conference Registration
Registration will take place in the foyer of the Windsor Building (No.2) on the campus plan, and will be open at the following times:

- 12:00 – 18:00 on Sunday 9th August 2015
- Participants will register in alphabetical queues. You will receive a badge which allows access to the building, participation in seminars and refreshments. People without badges will not be able to access conference sessions or events.
- You will receive your full conference pack at registration and any queries about the conference and our facilities can be answered.
- Please wear your conference badge at all times, as identification is required to access conference services and sessions.

Accommodation Check-out
- It is important that all residential delegates **check out by the advised time given at check-in - 10:00 on day of departure.**
- Limited luggage storage is available at the HUB but there is plenty available in the conference facilities.
- Taxis for departure can be ordered through the Conference Assistant in the Windsor Building up to Thursday AM and from HUB Reception of Founder's Reception from then onwards. Taxi share is encouraged to avoid a higher carbon footprint for the conference and to save money.

Meals
Conference fees include refreshments and lunches during the conference, Sunday arrival evening meal is in Founder's Dining Hall from 18:30 followed by a gathering in Crosslands Bar. Monday & Tuesday self-service evening meal, Wednesday Picture Gallery reception followed by Conference Dinner all in Founder's Building.

All breakfast on 10th, 11th & 12th are in Founder's Dining Hall. Those arriving early (8th August) will be contacted about breakfast on 9th August and any days after the conference.

Dietary Requirements & Mobility Issues
Please ensure that any dietary requirements which were not given during the online registration process or mobility issues have been forwarded to CMS@rhul.ac.uk at least **5 working days** before arrival, it is more difficult for us to make special arrangements once on site. We cater for most diets but do need to know in advance especially for the Conference Dinner menu.

Internet Access
WiFi is available in halls of residence and the Windsor Building and general public social areas.

How to Log On @ RHUL
Free access is to 'CampusNet' is available, our high-speed wireless internet, active across the entire campus including in our accommodation buildings. Each conference is issued with a unique guest username and password which will allow you to register on the Wi-Fi network and provide you with access for the duration of your stay. Although access is available across the campus, we do advise that you and your speakers bring any essential documents or media with you in a hard or digital copy to prevent any issues occurring.

How to Log On:

Open Internet Browser
2 options - click on 'Guest User' option,
Terms of Use - confirm acceptance
Enter Username and Password
Username: DICTY
Password: DICTY2015

After a 60 second count you will be asked to close down and open the browser again.

You will only have to complete this registration process the first time, unless you don't use the internet again for 12 hours and then you will have to complete the process again.

This same username and password will be required if accessing the internet in the bedrooms.

ATMs
These are located within the College's branch of Santander Bank (next to Founder's Building) and next to the Students' Union Building. The nearest banks are located in Egham town centre.

Assistance
If in an emergency outside of office hours you need to contact somebody with regard to the academic conference content, the following team members can be contacted:

Organiser contact: **Robin Williams**
Email: **dicty2015@rhul.ac.uk**

Please feel free to contact CMS@rhul.ac.uk or call 01784 414269 if you have queries about accommodation or facilities.

Academic queries should be directed to dicty2015@rhul.ac.uk
We hope you will enjoy the Dicty 2015 Conference 2015 and your stay with us at Royal Holloway.