

## Delegate Joining Instructions – Conference Park

We are delighted that you will be joining us at the University of Warwick. Please bring these instructions along, as they provide a range of information that may well be useful. The Conference Park is the name given to the facilities provided by Warwick Conferences on the Central Campus

### Getting to campus

The hours **8am – 10am and 4pm – 6pm** are peak times for traffic on campus and the surrounding roads; we recommend allowing plenty of time for your journey to campus and the final arrival on campus.

- The Conference Park is situated on the **Central Campus** of the University, located on the outskirts of Coventry with good transport links
- If using a sat nav use post code CV4 7AL which will bring you to the edge of campus then follow signs for central campus
- Download further information from the website at:  
<https://warwick.ac.uk/services/conferences/location/howtofindus/>

### Car Parking (if you have been to an Event/Conference on the Conference Park before, car parking has changed)

- Parking is available for delegates in the allocated Conference Car Park – see attached map (shared use).
- Once on Central Campus follow the signs for **Conference Car Parking**.
  - This may be 10-15 minutes' walk from the conference facilities and the accommodation blocks that you are attending
  - If the Conference Car Park is busy, you may be directed to alternative parking facilities, which could be up to a 25 minute walk to the conference facilities and the accommodation blocks.
- "Car Share" spaces are available from 10.00am, before this they are for University members only
  - They are not available for overnight parking.
- Your Event Organiser will send a link to our car parking permit website where you can register, download and print your permit which is to be displayed in your vehicle. This will need to be completed a minimum of 3 working days in advance of the event, in order for us to manage the number of cars arriving on Campus.
- Car Parking is free, only if you book in advance and display the permit from the link provided
- If you **do not** download and print a permit in advance of arriving on campus you will need to use the pay and display machines (coins only, no change given). Up to 2 hours £1.20, up to 4 hours £2.40 & all day £5.00. Parking charges apply 6am - 6pm Monday – Friday. A limited number of car parks provide the option of buying 24 hour, 3 day and 5 day tickets.
- Accessible parking spaces are available in the Conference Car Park and also on Health Centre Road (see attached map). Please note that this road is on a slight gradient.
- For accessible parking close to your accommodation (blue badge holders only) contact your organiser.
- If you have particular car parking requirements (i.e. a minibus or high-sided vehicle) contact your organiser

### Public Transport

- Coventry Rail Station, approximately four miles from the campus, is the nearest main-line train station to the University. There is a taxi rank located at the Station and on Central Campus at the University.
- There are regular bus services to the University Campus from Coventry City Centre and Coventry Railway Station, with the journey taking approximately 30 minutes. The stop for Central Campus is the University of Warwick Bus Interchange. For information on buses to campus please see <https://nxbus.co.uk/coventry/information/buses-to-from/buses-to-from-university-of-warwick>
- Birmingham International Airport is approximately 20 minutes from Campus by car and connects with many international cities. There is a taxi rank at Birmingham International Airport. The railway station that serves Birmingham Airport is Birmingham International. During weekdays trains depart from Birmingham International to Coventry Rail Station on average every 10 minutes. The journey takes between 10-15 minutes depending on which service you use.

### Conference Reception

- Located within the Atrium of the Students Union building
- Our Reception team are available to answer any queries between 07:00 – 22:00
- A left luggage store is available in Conference Reception
- Conference reception can only take payments via Debit/Credit card please consider this if you may require additional nights' accommodation and do NOT accept cash

### Bedroom check in/out

- You will be provided with a key or key card which will give you access to your bedroom and entry door to the accommodation block.
- Bedroom keys will be available to collect from 15:00 to 21:45 at Conference Reception.
- If you plan to arrive after 21.45, please contact Conference Reception to arrange late key collection [wcpreception@warwick.ac.uk](mailto:wcpreception@warwick.ac.uk) or 02476 528910.
  - The location of key collection after 21:45 is from the Gatehouse.
- Bedrooms are to be vacated by 09:30 on your day of departure. Luggage and belongings should be removed by that time. If required luggage can be stored in the Left Luggage facility in Conference Reception until departure.
- On the day of departure, keys can be left at Conference Reception (in the Students Union building), Rootes Restaurant (in Rootes Building) or one of the boxes situated in the entrance hall of each accommodation block.

### Wi-Fi access across Central Campus

- Conference Park delegates can access the "Warwick Guest" Wi-Fi network around Campus and within their accommodation. Ask at Conference Reception or any member of the conference team for assistance if required.

### Food and Drink

- All meals are provided in Rootes Restaurant located on the first floor of the Rootes Building for all delegates (unless your programme indicates otherwise).
- The restaurant offers breakfast, lunch and dinner including a range of hot and cold drinks.
- Please have with you your conference badge or bedroom key to gain access to the restaurant.
- Please inform your event organiser prior to your arrival if you have a specific food allergy or a lifestyle dietary requirement (for example: vegan, vegetarian, halal or kosher).
- Bar facilities are located on the first floor of the Rootes Building and is the ideal place to network and relax after a day's session. There are alternative bars on campus; please see <https://warwick.ac.uk/services/retail/eat-drink/> or ask at Conference Reception for details.

### Shops, Banks and Cafés on Central campus

- The Campus has a range of facilities available to all delegates. For information and opening times please see <https://warwick.ac.uk/services/retail/>
- There are branches of Barclays and Santander located in the Students' Union Atrium which both have cash machines. There is also a cash machine outside Rootes Grocery Store.

### Sports facilities

- Guests have free access to Warwick Sport's premium leisure facilities on Campus including swimming pool and gym other bookable facilities will incur costs. For further information please see <https://warwick.ac.uk/services/sport>
- You may also contact the Sport Centre Reception on: **02476 523011** (23011 from any internal phone) or by e-mail at: [warwicksport@warwick.ac.uk](mailto:warwicksport@warwick.ac.uk)