

Information for Residential Conference Delegates

Arrival & Parking

Please use the University entrance on Earlham Road, take the left-hand lane of the entrance drive and proceed to the Main Car Park (which is a short walk from the Guest Suite and Conference Office Reception).

At the entrance barrier to the car park, please take an entrance ticket and bring it with you on check-in.

On arrival at the University, residential delegates need to report to the Conference Office Reception to check in. The Conference Office Reception staff will be able to validate your entrance ticket on entitling you to free parking.

If you have heavy luggage or mobility problems, our security staff will endeavour to arrange short term parking for unloading closer to your accommodation, but overnight parking is only available in the Main Car Park.

If arriving by taxi ask to be set down by the LCR (Lower Common Room) at the back of Union House to be situated centrally on campus - or to the rear of Nelson Court if going directly to the Conference Office Reception – please see attached campus map.

Reception arrangements

The Conference Office Reception is located at the corner of Nelson Court. Their opening times are as follows:

Mondays to Fridays	08:00 – 21:00
Saturdays	08:00 – 18:00
Sundays	08:00 – 21:00

You can check into your room from 14:00 on your day of arrival - your key will be available at the Conference Office reception desk until closing time, after which it will be delivered to The Lodge for you to collect (parking entrance tickets can be validated at The Lodge also).

Please refer to the Conference Programme provided by the conference organiser for registration time and venue details.

We ask you to respect other guests' privacy whilst staying in our residences. Please keep noise to a minimum, especially after 23:00. If you are disturbed by noise during the night please contact Security (ext. 2352 or 01603 592352) who will be able to assist.

To contact Reception call 01603 593297, or ext. 3297 from an internal telephone.

Departure

On the day of your departure, please vacate your room by 10:00 and return your keys to the Conference Office Reception. If you do not vacate your room in time you may be charged for an additional night..

UEA Network & Laptop Registration

If you require access to UEA network and the internet please let me know at least a week before the conference (s.alexander@uea.ac.uk) and I will arrange for a visitor IT username and password to be set up for you. This will be made available to you once you arrive at UEA – usually at registration.

If you intend to use your own laptop on campus you must first register it. Simply by connecting your laptop to the UEA network (via a data socket or wireless connection) you will be automatically directed to this page: <http://netreg.uea.ac.uk/>, once there you will need to click on "Log on and register now" (towards the bottom of the page) and log on using the unique username and password you have been given.

The above are not required if you will only be using your laptop for non-network activity, e.g. connecting to a data projector to give a presentation.

Catering

Breakfast

English and Continental breakfast for residential conference delegates is served from 08:00–10:00 in *Zest* restaurant.

To receive your breakfast, simply present the cashier with your room key-card.

Meals and snacks

Please check your programme for meals that may be scheduled as part of the conference. In addition to these you are welcome to use the restaurants and coffee bars on campus throughout your stay.

Up to date information is available from the Conference Office Reception, but usual opening times are:

<i>Zest</i>	Hot Meals (Lunches 12:00-15:00, Evening Meals 17:00-20:00)	Monday – Friday Saturday-Sunday	08:00 – 15:00 17:00 – 20:00 08:00 – 15:00
<i>Mango</i>	Sandwich and Coffee Shop	Monday-Friday	08:30 – 16:00
<i>Blend</i>	Sandwich and Coffee Shop	Monday-Friday	08:30 – 17:00
<i>The Sainsbury Centre Garden Restaurant</i>		Monday – Friday	09:30 – 15:30
<i>The Sainsbury Centre Gallery Café</i>		Tuesday – Sunday	10:00 – 17:00
	Sandwiches, snacks and specialty coffee	Wednesday	10:00 – 20:00
<i>Sportspark Café</i>		Monday – Sunday	08:00 – 10:00

Within the Sportspark located near to the entrance of campus, serving refreshments, snacks and light meals. If you wish to use the Sportspark Café please show your room key at reception or you will be charged the 50p entrance fee for non-members.