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Delegate Information & Arrival Instructions – Royal Holloway

Welcome to Royal Holloway

Below are details to help you with travel to the campus, find your accommodation and register for the conference. Travel directions can be found via http://www.rhul.ac.uk/aboutus/locationmap/home.aspx

Registration and all talks are in the Windsor Building (number 2 on the campus plan linked to below). You can pick up your room keys from the HUB reception (number 43 on the campus plan) if you have booked accommodation on campus.

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Maps

The campus plan (which will be given out at registration), a local area map (showing campus and Egham Station) and a regional map (showing local motorways and Heathrow Airport) might be useful to you.

By Air

For those arriving at Heathrow Airport, we strongly recommend that you do not take the expensive black cabs, but use a local taxi firm. Windsor cars have competitive rates if you quote the conference: call on (+44 1753 677677) or book through their email (bookings@windsorcars.com) or web site (http://www.windsorcars.com/).

For journeys to / from Heathrow/Gatwick and Royal Holloway, **the fixed cash prices are as follows**:

- Heathrow Terminals 1,2,3, and 4   £16.00 cash   (call on landing, outside collection)
- Heathrow Terminal 5   £16.00 cash   (call on landing, outside collection)
- London Gatwick   £60.00 cash   (Meet & Greet at arrivals)
- Royal Holloway – Gatwick   £50.00   drop off for cash.

If you would like a 'Meet & Greet' service from the arrival hall these are £10 more and should be booked through www.windsorcars.com . Mention you are attending the **BCC2013** conference with special rates.

Card payments can be taken but there will be a transaction charge so cash is advised.

Please note: prices may differ if it is an immediate call out on arrival or you fail to mention the special rates. The journey takes about 20 minutes from London Heathrow. The taxi company will tell you where to meet for outside pick up on booking.
Note that bookings for collection can be made in advance online.   Make your way to the pick up point for your terminal; 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 but they may be more expensive.

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. Buses are not so regular at weekends. The timetable can be found at the following link:
 http://www.surreycc.gov.uk/roads-and-transport/buses-and-trains/bus-timetables

Click on Egham to bring up the timetables for bus numbers 71 & 441.

By Train

Egham is the nearest station to Royal Holloway. 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). Train links to the rest of the rail network are available via the London stations or Reading. See
http://ojp.nationalrail.co.uk/service/planjourney/search
for timetables.

We are running a minibus shuttle between Egham Station and campus 14:30-18:30 on Sunday 30th June, and 15:00-17:00 on Friday 5th July. At Egham station, we will pick up from the larger station car park (cross the train line if coming from London). On campus, we will drop off at the Windsor Building and The Hub on Sunday, and will pick up from the Windsor Building on Friday.

There are usually taxis waiting outside the station, which can deliver you to the campus. Alternatively, you can walk:

By Foot from Egham Station:

The campus is a 20-minute walk from Egham Station. See the regional map linked above for a map.

The easy route, via the A30: Turn right out of the station along Station Road and walk about 100 yards to the junction and traffic lights; turn left at the junction and follow the road around to the large roundabout with a petrol station on the left; walk up Egham Hill (A30) and follow the footpath; the main College entrance is on the left just after the second footbridge.

For the more adventurous (a slightly shorter, more pleasant walk): Rusham Road; Osbourne Road; left down Clarence Street; Ripley Avenue; first left down Lynwood Avenue. At the end of Lynwood Avenue where it meets Spring Rise, an unassuming concrete road between two houses leads you to the campus (at the point marked 'By foot to Egham' on the Campus Plan).

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.
Car Parking Arrangements
The Campus map shows a variety of car parks on site. For Wedderburn Hall car parking use P6/8, P5 or P7. Space is always available in P4 if these car parks are full.
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 clamping will take place.

Directions on campus
Please print the campus map before arrival or use the copy provided in the programme at registration to find your way around campus. There will be some signage for BCC2013 but this will be minimal in compliance with college policy.

Early Arrivals – 29ᵗʰ June 2013 should check in at the HUB No: 41 on the campus guide.

Check-in time is 14:00 unless confirmed with the Conference Coordinator in advance. However if the rooms are prepared we will release them for occupancy before this time where possible. Early arrivals on Sunday should go to The HUB Reception and ask if their rooms are ready.

Please note the College is officially closed for any eating areas on Sunday 30ᵗʰ June except for those booked through the conference for the evening meal. Anyone arriving on Saturday can find lots of eating places in the local area. Reception can recommend local pubs & restaurants to suit most tastes. As a sample (see the local map linked above), we recommend:

- The Happy Man (small student-style pub; serves food and good real ale). In Harvest Road, opposite the main College entrance. Use the footbridge to cross the A30.
- The Barley Mow (food oriented pub; big back garden) near the intersection of St Jude's Road and Barley Mow Road, Englefield Green.
- Prezzo (modern Italian) on the A30, on the Egham roundabout at the junction with Church Road.
- Café Nero (coffee shop) in Egham High St.
- Villa Rosa (family-style Italian) in Egham High St.

There are more Italian and Indian restaurants in Englefield Green, all on St Jude's Road, and other restaurants on Egham High Street.

Conference accommodation is in Wedderburn Hall (No. 9) or Reid Hall (No.48) but you must first check-in at HUB Reception (No.41 to collect your keys) 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.

Sorry - No vacancies exist for those who have not booked accommodation.

It would be helpful for our Reception staff to be aware of any late arrivals in advance - please email ConferenceCustomerServices@rhul.ac.uk call +44 [0] 1784 443285 or +44 [0] 1784 276190.

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 Wedderburn Hall is en suite with bed and breakfast, with shared kitchen/social areas allowing ample opportunity to socialise with your fellow delegates. Cooking is not permitted in these kitchens during our vacation period. Facilities include:

- Double en suite rooms for single occupancy including full bed linen
- En-suite shower / toilet with basic toiletries and towels
- WiFi is available throughout buildings on campus (see below) including guest bedrooms. Internet connection via Ethernet cable is also available in bedrooms: please bring your own cable.
- Tea and Coffee making facilities are available in the shared kitchen – Fairtrade products are used.
- Breakfast is served in the HUB Dining Hall from 07:30 – 08:59 No. 41 on the campus guide.

Please remember to bring electrical adaptors for UK plugs with you; adaptors are available to buy at the general 'Store on Campus' (6 on the campus plan) near the Windsor Building if you arrive without them.

If you have booked Bed & Breakfast independently of the conference you will have received confirmation and check-in details separately.

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:

Sunday 30ᵗʰ June 14:30-19:00; Monday 1ˢᵗ July to Thursday 4ᵗʰ July 08:30-18:00; Friday 5ᵗʰ July 08:30-17:00.

- You will receive a badge at registration which allows access to the building, conference sessions and refreshments. People without badges will not be able to access conference sessions or events.
- Please note that tickets are required for all conference social events and evening meals: tickets will be inserted into the back of your conference badge.
- <u>If you aren't attending the Welcome reception on Monday or Conference Dinner on Thursday, and it is included in your package, please let us know as far in advance as possible.</u>
- You will receive your full conference pack at registration and any queries about the conference and our campus facilities can be answered then.

ACCOMMODATION CHECK-OUT

- It is important that all residential delegates **check out by 10:00 on day of departure – we are unable to allow late check-out as other conferences will be arriving shortly after your departure.**
- **Please ensure you return your key card to reception or the Conference desk in the Windsor Building, this will ensure we know you have actually checked out.**
- **L**uggage can be left at the reception point in the Windsor Building on Friday.
- A minibus between the Windsor Building and Egham station will run from 15:00 to 17:00 on Friday.
- Taxis for departure can be ordered through the Conference Assistant; sign-up forms for ordering (and sharing) taxis will be available during the conference. Please ensure that you ask in advance of leaving to be able to get the best rate to your destination.

Meals

Residential Conference fees include refreshments and lunches during the conference, evening meals, the Monday Welcome Reception and the Conference Dinner on Thursday. Non-residential fees include the Welcome Reception, but don't include any evening meals except the Conference Dinner.

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

Wi-Fi is available in buildings across campus. If your university is a member of Eduroam (check with your local IT support) you can use your Eduroam username and password to log on. Otherwise the following procedure will work:

Open an Internet Browser – follow the steps below. After a 60 second count down, you are asked to close down and re-open the browser: you will then be connected.
- 2 options - click on 'Guest User' option,
- Terms of Use - confirm acceptance
- Enter the User ID and Password below:

  User ID: BCC2013 (case sensitive)
  Password: RHBCC2013

You will only have to complete this process once (unless you don't use the internet again for 12 hours, when you will have to re-register.)

This same User ID and password will be required when accessing the internet via Ethernet in the bedrooms.

ATM's

The college has an ATM at the Student Union building (No. 23 on the Campus Plan) and at the Santander bank (No. 7) near the Windsor Building. Other ATM's can be found in Egham, and at the BP garage on the A30 towards Egham.

Contacts

If there is an emergency on campus, please call **Security on extension 444**.

For academic conference content, please email BCC24@rhul.ac.uk. For non-academic issues, please feel free to contact CMS@rhul.ac.uk or call 01784 414269 if you have any non-academic queries before arrival.

We hope you will enjoy the 24ᵗʰ British Combinatorial Conference in 2013 and your stay with us at Royal Holloway.

We may ask for your comments about your experience during the conference please consider giving us your honest opinion about your stay and our facilities. Hopefully your feedback will help improve our service in the future as well as telling our staff what they are doing well if this is deserved!

Have a safe journey to Royal Holloway.