

Information for Conference Delegates

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

Arrival & Parking

If you require a parking permit during your visit to UEA please contact **Shawn Alexander** asap (s.alexander@uea.ac.uk) who will email you one to print out and bring with you.

Parking Instructions:

Please use the University entrance on Earlham Road, take the left-hand lane of the entrance drive and proceed to the **Main Car Park** and take an entrance ticket at the barrier. Please note we operate a pay on foot parking system in the Main Car Park, but your permit allows you to park free of charge, as a conference delegate. A member of staff from the Conference Office will be available at suitable points, e.g. during breaks, to validate your entrance ticket and entitle you to free parking. Alternatively you may take your entrance ticket along to the Conference Office Reception desk or The Lodge with this permit. If you would prefer to park in the **Central Car Park** by the Elizabeth Fry Building you need only display this permit, but spaces are limited in this parking area.

Please ensure that you bring your permit with you on the day of the conference and that it is displayed on your dashboard before leaving your vehicle otherwise there is a risk that your vehicle will be clamped and you may be asked to leave campus and find alternative parking arrangements.

If you forget your permit please contact the Conference Office on your arrival or you may have to pay to exit the car park.

IMPORTANT ~ your parking permit does not guarantee a parking space. Please arrive in good time to seek alternatives spaces if necessary.

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 campus map.

For those using campus accommodation:

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.

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.

Your Bedroom

All rooms have an en-suite shower and toilet (complimentary toiletries are provided.) Your bedroom will be supplied with linen and towels. Tea/coffee making facilities are available in a kitchen nearby. English and Continental breakfast is served from 08:00–10:00 in *Zest* restaurant. To receive your breakfast, simply present the cashier with your room key-card.

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

All delegates will be issued with a UEA Network username and password for use on campus for the duration of the conference – this will be available in your conference pack at registration.

Those with existing UEA IT accounts should log on as usual.

Public access terminals are available in the UEA Library – or you may access the Network on your own laptop (see below.)

If you intend to use your own laptop on campus you must first register it. Simply connect your laptop to the UEA network (via a data socket or wireless connection) and you should be automatically directed to this page: <http://ueanetreg01.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.

More information is available here: <https://portal.uea.ac.uk/webapps/portal/frameset.jsp>

The above is 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.

If you experience IT related problems during your stay please contact the IT Helpdesk on extension 2345 (external callers: 01603 592345) or email staff.help@uea.ac.uk

Catering

Please check your programme for meals that are 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:

Zest	Hot Meals	Monday – Friday	08:00 – 15:00
	(Lunches 12:00-15:00, Evening Meals 17:00-20:00)		17:00 – 20:00
		Saturday-Sunday	08:00 – 15:00

Dolce Vita	Sandwich and Coffee Shop	Monday-Friday	08:30 – 16:00

Blend	Sandwich and Coffee Shop	Monday-Friday	08:30 – 17:00
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The Sainsbury Centre Garden Restaurant		Monday – Friday	09:30 – 15:30
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The Sainsbury Centre Gallery Café		Tuesday – Sunday	10:00 – 17:00
	Sandwiches, snacks and specialty coffee	Wednesday	10:00 – 20:00

Sportspark Café		Monday – Sunday	08:00 – 10:00
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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.