

# Second International Conference on Adoption Research (ICAR2)

## JOINING INSTRUCTIONS



**17-21 July, 2006**  
**Norwich, UK**



Dear Colleague,

On behalf of the organising committee I am delighted to send you details about the conference which will be held at the University of East Anglia, Norwich. We hope the details below will give you all the information you need to know before and during the event. If you have any questions or if you need any additional information then please contact us (see details on the last page).

We wish you a good journey to Norwich and look forward to welcoming you to the Conference.

Beth Neil  
Conference Chair

## Conference venue

ICAR2 is taking place in the Elizabeth Fry Building (EFB), University of East Anglia (UEA), Norwich, NR4 7TJ, UK. There are a couple of UEA idiosyncrasies you might like to note. The first is room labelling. Across the whole university, rooms on the ground floor are labelled 0. Rooms one level below ground floor are 01, rooms one level above ground floor are 1 (and so on). Hence 01.02 is room 2 on the first floor *below* ground level and room 1.02 is room 2 on the first floor *above* ground level. We spend the first month of every autumn term redirecting lost

students, so we know this can be confusing! Here at UEA we also like to abbreviate everything to 3 or 4 letter acronyms – you have already been introduced to EFB and UEA – you’ll probably come across more – please ask if you don’t understand what we’re talking about.

## Getting to UEA

There is detailed information and advice on travelling to UEA on the conference website under 'Information for Delegates'. The conference administrator will also be happy to advise on any travel arrangements ([n.gales@uea.ac.uk](mailto:n.gales@uea.ac.uk)). If you want advice about taxis from airports, or would like us to see if it is possible for you to share a taxi with other delegates arriving at the same time, please contact Natasha.

If you are arriving by taxi please ask to be dropped off at either the LCR (Lower Common Room) Turnaround/Union House (if you require the Accommodation and Conference Office) or the Elizabeth Fry Building. Alternatively ask the bus driver for the union house or Elizabeth Fry Building bus stops. If you are arriving by car, please see the 'parking' section below.

## Arrival (delegates staying on campus)

If you arrive at UEA between 9.30am and 5pm on Monday 17<sup>th</sup> July, then please go straight to the Elizabeth Fry Building where you can collect your key and register for the conference at the same time. If you arrive at any other time you will need to collect your room key from the Guest Suite Reception, located in the Accommodation and Conference Office on the Street, next to the UFO Supermarket. The Reception is open daily from 08.00-22.00. Delegates arriving before 08.00 or after 22.00 can pick up their key at the Security Lodge. Please let us know in advance if you think you will arrive at night, so we can tell the Security Lodge to expect you.

## Registration

The *main* registration desk will be in the ground floor foyer of the Elizabeth Fry Building (EFB). It will be open from 09.30 to 17.00 on Monday 17<sup>th</sup> July.

For those staying in the city centre, there will be a back up registration desk in the Travelodge Norwich Central Hotel on Monday, also from 9.30 to 17.00.

Delegates arriving from Tuesday onwards can register in the ICAR2 conference office in room 0.03 EFB.

The registration process should take only a few minutes. You will be given:

- Your room key (if you have not already picked it up)
- Your conference name badge (please wear this at all times)

- A conference bag
- Tickets for any excursions that you have booked
- Your guest log in details you will need to access computing facilities on campus.

## ICAR2 Conference Office

The ICAR2 Conference Office is the main point of call for information and advice about accommodation, conference programme, travel and social programme etc. This office is located on the ground floor of the Elizabeth Fry Building (EFB) in room 0.03. The office will be staffed from 8.30am to 5pm each day. The Conference Office phone number is +44 (01603) 591689.

## Help and advice

The Conference Office is likely to be the main source of advice. Outside of the ICAR2 office opening times, if you can't find a conference helper you can contact the UEA conferences team at the Guest suite reception in the Accommodation and Conferences Office (telephone number 593297), or the Security Lodge on 592352 for any security or safety issues.

There will be plenty of UEA staff and students at ICAR2, and a UEA conference helper will attend every academic session to offer help if needed. UEA conference helpers will be identified by a badge: don't be shy to approach these people for help.

## Car parking

Delegates are entitled to free parking on campus but you must display a valid conference parking permit. Please contact Natasha ([n.gales@uea.ac.uk](mailto:n.gales@uea.ac.uk)) before the conference to obtain a permit. Please ensure that you display your permit on the dashboard before leaving your vehicle, otherwise there is a risk that your car will be clamped. There are two areas on campus where you can park: the main car park, and the west or central car parks.

**The main car park:** This car park is barrier-controlled – you take a ticket to get in, and must validate this ticket in order to get through the exit barrier without paying. Please take your car park entrance ticket to either the Guest Suite Reception or the ICAR2 conference office to be validated. There is also a ticket validating machine in Nelson Court accommodation. The main car park is best if your accommodation is in Nelson Court, as it is nearer. In July there will always be free places for you to park. The walk from the main car park to Elizabeth Fry Building is about 5 minutes.

**The west and central car parks.** These car parks are nearer the Elizabeth Fry building and Constable Terrace accommodation, so we suggest you choose

these if you are a non resident delegate or are staying in Constable Terrace. These car parks also have the advantage that there is no barrier – so you don't have to worry about validating tickets. The disadvantage is that they do sometimes get full up (especially central car park during office hours). If you can't find a place in these car parks, go to the main car park.

Delegates staying at the Travelodge Central Norwich Hotel can park in the next door St Stephens NCP car park. This costs £11 for each 24 hour period see [http://www.travelodge.co.uk/find\\_a\\_hotel/hotel/hotel\\_id/288/NorwichCentral](http://www.travelodge.co.uk/find_a_hotel/hotel/hotel_id/288/NorwichCentral)

Alternatively, you may wish to park your car on campus using the conference permit (see above).

## Accommodation - campus

For those staying on campus, your accommodation will either be in the Nelson Court Guest Suite or in Constable Terrace, and facilities vary slightly between these two areas. We will let you know in advance which area you will be staying in. All rooms have an ensuite bathroom, towels and linen, shampoo, soap etc and they are serviced. All the rooms have network points for plugging in laptops. None of the campus rooms have telephones, though there are payphones in communal accommodation areas.

The rooms in **Nelson Court** are equipped with TV, tea and coffee making facilities, alarm clocks and hair dryers. In **Constable Terrace** rooms there are no TVs, hairdryers or alarm clocks. The Constable Terrace rooms are in groups and each group has a communal kitchen where tea and coffee making facilities are provided (cooking meals in the kitchen is not allowed).

## Accommodation – Travel Lodge Norwich Central

Details of facilities in the Travel Lodge rooms are available on the hotel website at

[http://www.travelodge.co.uk/find\\_a\\_hotel/hotel/hotel\\_id/288/NorwichCentral](http://www.travelodge.co.uk/find_a_hotel/hotel/hotel_id/288/NorwichCentral)

Please note; these rooms have neither internet access nor telephones.

Delegates will however be able to use UEA campus computing facilities. We will be paying the bill for your room, but you will need to pay for any food and drink you consume in the hotel.

## Security and Emergencies

Norwich and the UEA campus are very safe environments. However, do take sensible precautions. Please wear your delegate badge at all times when on campus.

You can contact the university security services (at the Lodge) on 2352 or 2222 from a UEA phone or (01603) 592352 or 592222 from outside of UEA.

There is a medical centre on campus. The doctors will treat delegates who are in urgent need. You can walk into the surgery between 8.30am and 6pm. The telephone number is 01603 592172 (24 hour number). In the event of a dire medical emergency dial 999 to call an ambulance (this is also the number for Fire and Police). Delegates from overseas are advised to take out adequate travel insurance to cover for medical emergencies.

## Meals

Meals are provided as part of your conference package as follows:

	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Monday	Provided for campus delegates and their accompanying persons (if checked in on Sunday)	Not provided	Early evening drinks and canapés provided for all delegates (tickets available for accompanying persons). Dinner not provided
Tuesday	Provided for campus delegates and their accompanying persons	Provided for all delegates	Not provided
Wednesday	Provided for campus delegates and their accompanying persons	Provided for all delegates	Not provided
Thursday	Provided for campus delegates and their accompanying persons	Provided for all delegates	Conference dinner provided for most delegates (tickets available for 'budget' delegates and accompanying persons)
Friday	Provided for campus delegates and their accompanying persons	Not provided	Not provided

### **Breakfast on campus**

English and Continental breakfast for campus residents is served in Zest at the following times:

Monday to Friday            07.30 – 10.00  
Saturday & Sunday            08.00 – 10.00

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

**Meals and Snacks:** All delegates are welcome to use the restaurants and coffee bars on campus throughout your stay. Opening hours are:

Blend	Coffee Bar	Monday-Friday	08.00-19.00
Mango	Sandwich and Coffee shop	Monday-Friday	08.30-15.30
Sportspark café*	Traditional and snack foods and fully licensed bar	Every day	08.00-22.00
Sainsbury Centre Garden Restaurant	Restaurant	Monday-Friday	09.30-15.00
Sainsbury Centre Gallery Cafe	Coffee, sandwiches and light meals	Tuesday-Sunday	10.00-17.00

\*The light and airy restaurant bar at Sportspark (located on University Drive) has seating for 150 diners with views of the athletics track and indoor climbing wall. For more details see [http://www.sportspark.co.uk/activities\\_cafe.html](http://www.sportspark.co.uk/activities_cafe.html) Please note that there is a 50p entrance charge into the Sportspark.

Delegates are also welcome to use the Student Union pub, though this venue doesn't serve food apart from sandwiches.

**Evening meals:** Delegates are responsible for arranging their own evening meals on Monday, Tuesday and Wednesday evenings. If you want to eat on campus on any of these days, the Sportspark café will be open. Alternatively you could eat in Norwich city centre (this will be an excellent option on Monday as the cathedral is in the heart of Norwich's restaurant area), or at one of two local pubs in Eaton Village which you can walk to from the campus. We are preparing a list of our recommended places to eat out and this, together with the Tourist Office 'Eating Out' guide, will be available in your delegates pack when you arrive. If you would like to consider the options before you arrive, you can check out the following websites:

<http://www.visitnorwich.co.uk/eating-out.aspx>

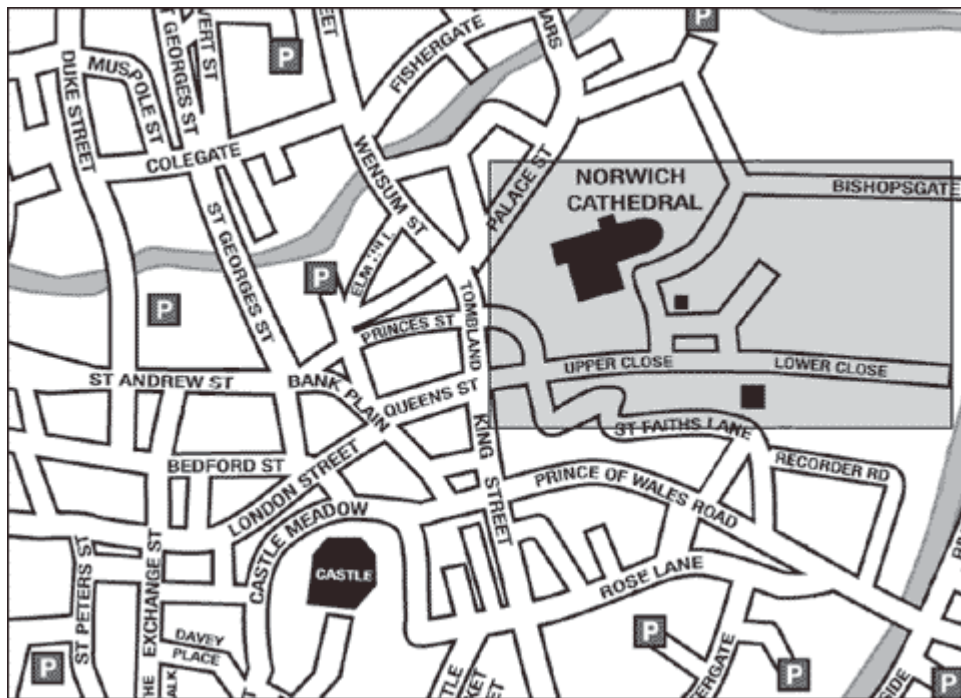
<http://www.edp24.co.uk/Content/EatingOut/EatingOutHome.asp>

## Conference opening session

The official opening of the Conference will be taking place in Norwich Cathedral on Monday evening, with a reception in the Cathedral Refectory at 5.30pm and the opening session in the Cathedral itself from 6.30pm. You will need to make your own way to the Cathedral. If you are staying in the City Centre at the Travel Lodge you only have a 10 minute walk. If you are on

campus you can take the bus (see below- Transport between UEA and City centre) or call a taxi. We can order one for you if you let us know when you register and we can arrange shared taxis to the cathedral. If you take the bus to the Cathedral, ask the driver to tell you to get off at Castle Meadow (number 25) or Tombland (no's 26 and 27) - both are shown on the map below. Conference bags will contain a map of Norwich City Centre.

Please note. There are two cathedrals in Norwich. The opening session is in the medieval Anglican cathedral in the city centre (see map below), not the nineteenth century Roman Catholic cathedral on the edge of the city centre.



## Conference Dinner

The conference dinner will be held in the Sainsbury Centre for the Visual Arts, on UEA Campus. Further details are available in the Information about the Social Programme. Because the evening includes a ceilidh we recommend you chose clothes and shoes that won't interfere with your dancing!

## Bookstall

The campus bookshop Waterstones will be having a bookstall at the conference. If you have published a relevant title and would like this to be on sale at this bookstall, please contact (or ask your publisher to contact) Waterstones by emailing [manager@uea.waterstones.co.uk](mailto:manager@uea.waterstones.co.uk) The British Agencies for Adoption and Fostering (BAAF) will also be having a bookstall at the conference.

## Transport between UEA and the city centre

If you are very energetic you can walk from the campus to the city centre. But as the distance is three miles, and the time needed up to one hour, you may prefer the bus or a taxi.

**Buses:** Bus numbers 25, 26 and 27 travel between UEA and the City Centre. Number 25 also includes the railway station on its route. The campus bus stops are marked on the campus map. Buses are very frequent during the day, but spread out a little more after 6pm. Even so, there should be bus between the city and university at least once every 15 minutes in the evening. If you are in the city centre and want to get to UEA, the two main places to pick up a bus are at the Bus Station (adjacent to the Travellodge hotel), or Castle Meadow. A return fare between UEA and the city centre is £3.40, so if you plan to make more than 3 return trips it will be cheaper for you to buy a weekly ticket for £12. You can buy this ticket on the bus. Sometimes bus tickets machines are available near to bus stops, but you can also purchase your tickets on the bus. You do not need to have the exact fare – the bus driver will give change if necessary.

**Taxis:** A typical taxi fare between UEA and the city centre is about £7. Phone numbers for recommended taxi firms which you can pre-book are given below. When the ICAR2 conference office is open, we will be happy to order taxis for you. If you are in the City Centre or station and want a taxi you can use the Black Cabs. There are Black Cab taxi ranks at the Station, The Guildhall (near the market), Tombland (near the Cathedral) and at the Bus Station. You can also wave down these black cabs if the 'For Hire' orange sign is lit.

## Communications

**Messages:** Incoming messages can be left for delegates on the ICAR2 office number (01603 591689); The School of Social Work and Psychosocial Science reception (01603 592068) or the Guest Suite Reception (01603 593297). All these numbers have voicemail if the office is shut. We will try to find you to pass on messages. In addition any messages received will be posted on the conference message board in the Conference Office (room 0.03 EFB). Delegates may also leave messages for each other on this message board. Emergency contact numbers to give your friends/family are the three numbers above, plus Travellodge (for guests in this hotel) and UEA security lodge (out of hours emergencies - guests on campus).

**Email:** When you arrive and register, you will be given a guest log in user name and password enabling you to have access to the UEA computing network. This means you can access your internet-based email accounts (e.g. webmail, hotmail, yahoo). There will be computers that you can use for this in EFB, plus there are more open-access machines on campus. If you are staying in UEA

accommodation there will be a network point for your lap top in your room: you will need a network cable. Wireless networking is being introduced on the campus this summer, but we can't guarantee it will be available in time for ICAR2.

**Telephone:** Campus accommodation has pay telephones in communal areas. There are also a few public pay telephones on campus, including one in the EFB. Please note that rooms in the Travelodge Central Norwich Hotel do not have telephones in their rooms. If you are coming from overseas your mobile (cell) phone may or may not work in England. We recommend you check with your phone provider at home before you leave.

**Post:** There is a post office on campus selling postcards, stamps, UEA clothing and other souvenirs etc. The Post Office also has currency exchange facilities. You can buy British money using travellers checks/cheques or credit/debit card.

## Insurance

Neither the ICAR2 organisers nor UEA can accept any responsibility for the loss of, or damage to participants' personal possessions while attending the event. You should ensure you have appropriate cover for your possessions and for medical emergencies.

## Campus facilities

The university campus has a wide range of services available. The Street, in the centre of the campus, has banks with cash dispensers/ATMs, a supermarket, newsagent, post office, book shop and travel agent. There is a pharmacist/drug store and launderette near the university medical centre. There is also a multi-faith chaplaincy and mosque on campus.

## Things to do on campus

There is a superb sports centre on campus including a 50 metre swimming pool and fitness centre. All delegates are welcome to use any of the Sportspark facilities on a pay and play basis. See the Sportspark website for details of facilities, times and prices <http://www.sportspark.co.uk/>

The Sainsbury Centre for Visual Arts (SCVA) houses a number of permanent collections of European and world art as well as temporary exhibitions. The collections, including pieces by Degas and Henry Moore, are all housed in the first public building designed by Norman Foster. The SCVA is open Tuesday to Sunday, 11.00 – 17.00. The special exhibition that will be open during ICAR2 week is "Pacific Encounters: Art and Divinity in Polynesia 1760-1860". See the SCVA website for more details of the collections <http://www.scva.org.uk/>

There are some very pleasant walks around the 300 acre campus. One favourite is around the Broad, a man-made lake fed by a river. The walk is an easy 30 minute stroll with lovely views over the campus and past the resident ducks.

## Norwich and Norfolk attractions

Norwich is a fine city with a medieval centre as well as some very contemporary architecture. The official and unofficial Norwich tourist information sites are a good source of information on the city's history and attractions. See <http://www.visitnorwich.co.uk/information.aspx> (the official site) and <http://www.tournorfolk.co.uk/norwich.html> (an unofficial site with plenty of photos). Norwich is also a major shopping centre with several large department stores, high street chains, a large number of boutique/specialist shops (Norwich Lanes) plus a very old market <http://www.visitnorwich.co.uk/shopping.aspx>

## Conference common room

The common room in Constable Terrace is where afternoon tea and lunch will be served. This common room will be open to delegates to between 8.30am and 7pm and a supply of cold drinks and newspapers will be available.

## Weather

The weather in July in England can be quite variable, though it is unlikely to be cold. We may have bright sunny days with highs of 28c, but on the other hand it might be cool and raining: bring your sunscreen and your raincoat!

## Voltage

The standard electrical voltage in Britain is 240 v AC, 50HZ. A three square pronged adapter plug and/or electric converter for appliances is required. We suggest you bring these with you or buy them at the airport, as we haven't found anywhere on campus that sells them.

## Smoking

Delegates who wish to smoke will need to do so outside of the campus buildings.

## Campus maps

There is a PDF version of the campus map that you can download from the 'Venue' page of the ICAR2 website.

## Departure

Delegates staying on campus will need to check out by 10am on the day of departure. Keys should be returned to the Accommodation and Conference Office on the Street. If you leave before 08:00, please put your keys in the key box adjacent to the Sales and Marketing Office on the third floor of Nelson Court Guest Suite, or through the letter box on the green door adjacent to the Conference Office on the Street. If you do not vacate your room in time you may be charged for an additional night. Your luggage may be left in an attended luggage room on the day of departure.

## Visiting Britain

If it is your first time visiting England, you might find the following website will answer any additional queries you have. <http://www.visitbritain.com/>

## Useful numbers

- National Rail Enquiries: 08457 48 49 50
- National Rail Enquiries from overseas (Please note: International rates apply): +44(0)20 7278 5240
- Norwich Central Travel Lodge +44 0870 191 1797

### **Suggested Norwich Taxi numbers:**

- ABC 01603 666333
- Five Star 01603 455555
- Loyal 01603 619619
- Beeline 01603 633333

### **UEA numbers:**

- Main switchboard +44 (0) 1603 456161
- School of Social Work and Psychosocial Sciences +44 (0) 1603 592068
- ICAR2 Conference Office +44 (0) 1603 591689
- UEA conference office and guest suite accommodation +44 (0) 1603 593297
- Security Lodge +44 (0) 1603 592352 or 592222 (emergencies)
- University Medical Services (urgent problems only) +44 (0) 1603 592172

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The conference website is at: [www.icar2.org.uk](http://www.icar2.org.uk)

Or contact:

Beth Neil – Conference Chair

Email [e.neil@uea.ac.uk](mailto:e.neil@uea.ac.uk) / Tel: +44 (0)1603 593562

or

Natasha Gales - Conference Coordinator

Email: [n.gales@uea.ac.uk](mailto:n.gales@uea.ac.uk) / Tel: +44 (0)1603 592057

**The Centre for Research on the Child and Family at the University of East Anglia is organising ICAR2. We are grateful to the Nuffield Foundation, British Academy and Department for Constitutional Affairs for their generous support of this conference.**