

Delegate information and joining instructions

The CERN Accelerator School

3rd – 15th September 2017

This document provides details on travelling to the Royal Holloway campus, finding your accommodation and registering for the conference on the first day. You can download a [campus map](#) to help find your way around once on campus.

1. Arriving at Royal Holloway

- By air

For those arriving at London airports, we strongly recommend that you do not take the expensive black cabs, but call either Windsor Cars <http://www.windsorcars.com/> (+44 1753 677677) or Gemini Cars <http://www.gemini-cars.co.uk/> (01784 471111). Windsor Cars have a dedicated email for pre-booking journeys: bookings@windsorcars.com. Most local taxi companies know the Royal Holloway campus well and should be able to drop you at the correct area for check-in.

- Taxi from Heathrow

If called on arrival, the cash price from London Heathrow (any terminal) is approximately £21.00. The driver will meet you at a given location within arrivals. The collection point at Terminals 1-4 is at W H Smith in arrivals. At Terminal 5, the collection point is at Costa Coffee. The collection point will be confirmed when you call. Please note payment by credit card will incur a charge.

If pre-booked, the cash price from London Heathrow (any terminal) is approximately £26.00. The driver will meet you in arrivals with a named sign. Please note payment by credit card will incur a charge.

- Taxi from Gatwick

A taxi from Gatwick costs £63.00 and must be pre-booked. This price includes a 40 minute waiting time and parking for up to an hour once the flight has landed. Please note payment by credit card will incur a charge.

Sharing a taxi with other delegates will help keep costs to a minimum.

- By bus

There is a bus service from London Heathrow Terminal 5 to Royal Holloway. The number 8 bus leaves from outside Terminal 5 (**not** from the Central Bus Station). If you arrive at another terminal, follow flight connection signs for "Internal airport transfer to T5".

From the Central Bus Station, the number 441 bus also stops outside Royal Holloway's main entrance but it takes a less direct route and the journey is therefore longer.

The timetable for bus route 441 can be found by following this link <http://www.surreycc.gov.uk/roads-and-transport/buses-and-trains/bus-timetables/> Click on Staines, Chertsey and Walton timetables. For bus route 8, the timetable can be found here: https://bustimes.org.uk/services/set_1-8-B-yo8.

- **By train**

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). Services at weekends, especially those on Sundays, are less frequent than on weekdays. Train links to the rest of the country are available via the London stations or Reading. There are usually taxis waiting outside Egham station to take you to Royal Holloway, which is located less than a mile from the station.

<http://www.southwesttrains.co.uk/plan-your-journey.aspx>

- **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, take the second exit and continue on the A30 up Egham Hill. Royal Holloway is on the left at the top of the hill. Free parking is available on campus. The car parks are indicated on the [campus map](#). The SAT NAV post code is TW20 0EX.

Please ensure you have provided the following information to sales-office@royalholloway.ac.uk on, or prior, to arrival so that you can be added to the Visitor Database for the duration of your stay:

- car registration number, make, model and colour;
- arrival and departure dates and times.

Car parking arrangements

The campus map shows a variety of car parks on site. For Wedderburn Halls and Reid Halls guests (Ensuite Accommodation) use **P4, P7, P8 or P9** car parks.

As car parking spaces are free of charge, they cannot be booked and are allocated 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 Penalty Charge Notices will be issued.

Directions on campus

Please use the campus map given at registration to find your way around campus. There will be some CAS conference signage but this will be minimal in compliance with College policy.

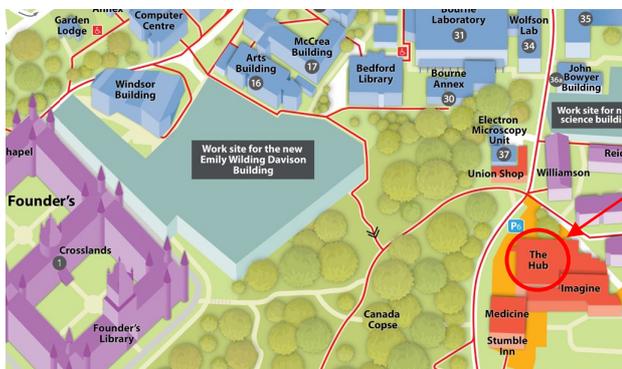
The [campus map](#) will help locate your accommodation block and conference venue before arrival.

Mobility issues

Please ensure that any mobility issues which were not given during the online registration process, have been forwarded to the conference organisers at least 5 working days before arrival.

2. Accommodation – Reid Halls and Wedderburn Halls

Check-in



The HUB reception – for key card collection upon check-in.

Check-in is available from 16:00 hours at the HUB reception. The Customer Service team will provide you with directions to your room and your room key. The HUB Customer Services team can be contacted on +44 [0]1784 443052 between 07:00 and 22:00 if required.

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

If you will be arriving late, please email newhalls@royalholloway.ac.uk or call +44 [0] 1784 443285, **before** your arrival date.

If your arrival is later than 22:00, our security staff at the HUB reception will be able to issue your key and give directions to your room. If a member of the security team has provided the key, please ensure you check in with the HUB reception the following day to confirm your arrival. Our security team can be contacted on +44 [0] 1784 443063.

Reid Halls and Butler Halls have shared kitchen/social areas, allowing ample opportunity to network with your fellow delegates. Cooking is not permitted in these kitchens during conference periods.

- En-suite bedrooms including full bed linen
- En-suite shower / toilet with basic toiletries and towels
- WiFi
- Tea and coffee making facilities are available in the shared kitchen (Fairtrade products)

Please remember to bring electrical adaptors with you if travelling from abroad.

If you have booked Bed & Breakfast independently of the conference for dates outside of the conference inclusive dates, you will have received confirmation and check-in details already.

• Check-out

It is important that all residential delegates check out by the advised time given at check-in, which is 10:00 on the day of departure. Limited luggage storage is available at the HUB Reception.

3. Conference registration

Conference Registration will take place in the foyer of the Moore Building and will be open between 17:00 and 20:00 on Sunday 3rd September 2017. Delegates who are unable to register during this time would be able to register the following morning in The Moore Building.

Delegates will receive a badge which allows access to the building, participation in seminars and meals/refreshments. Anyone without a badge will not be able to access conference sessions or events. Please wear your conference badge at all times, as identification is required to access conference services and sessions. You will receive your full delegate pack at registration and any queries about the conference and our facilities can be answered then.

4. Meals

Conference fees include: breakfast for residents, refreshments, lunch and dinner during the conference.

- Breakfast is served in The Hub Dining Hall between 07.00 am and 08.30 am daily except for the departure date on Friday 15th September when it would be served between 07.30 am and 09.00 am.
- Refreshments will be served in the foyer of the Moore Building in the morning and in the afternoon.
- Lunch is served in The Founder's Dining Hall between 13:00 and 14:30
- Dinner will be served in the SCR (Founder's Building) daily from 19:30 – 21.30 except for Monday 4th September and 11th September 2017 when dinner will be served in the Crosslands / South Quad and on Tuesday 12th September when a banquet dinner will be served in The Picture Gallery.

- **Dietary requirements**

Please ensure that any dietary requirements which were not given during the online registration process, have been forwarded to the conference organisers at least 5 working days before arrival. Most diets can be catered for if advised in advance. **Please ensure you display your badge sticker indicating your special dietary requirements at meal times so that the catering staff may identify you.**

5. Internet access

Free WiFi access to 'CampusNet', our high speed wireless internet service, is available across the entire campus. Each conference is issued with a unique guest username and password which will allow you to register on the WiFi network and provide you with access for the duration of your stay. Although access is available across the campus, we do advise that you and your speakers bring any essential documents or media with you in a hard or digital copy.

To log on:

- Open internet browser
- Of the 2 available options, click on the 'Guest User' option
- Terms of use - confirm acceptance
- Enter username and password:

Username: RHULCAS

Password: CAS2017

After 60 seconds, you will be asked to close down and open the browser again. You will only have to complete this registration process once for the duration of your stay. The same username and password will be required if accessing the internet in the bedrooms. Details are provided on the reverse of your key envelope.

6. ATMs

These are located outside the Windsor Building and next to the Students' Union Building. The nearest banks are located in Egham town centre.

7. Assistance

If, in an emergency, you need to contact somebody outside of office hours with regard to the academic conference content, please contact:

Conference Organiser: TBC

Phone: TBC

Email: TBC

Please feel free to contact Customer Services or call 01784 443285 if you have queries about accommodation or facilities. Should you need to contact our 24 hours security please dial +44 [0] 1784 443063.