

Delegate Joining Instructions – Central Campus Venues

We are delighted that you will be joining us at the University of Warwick. Please bring these instructions along, as they provide a range of information that may well be useful. Central Campus Venues is the name given to the facilities provided by Warwick Conferences on the Central Campus.

Getting to campus

The hours of **08:00 – 10:00 and 16:00 – 18:00** are peak times for traffic on campus and the surrounding roads. We therefore recommend allowing plenty of time for your journey to campus if travelling between these times.

- Central Campus Venues is situated on the **Central Campus** of the University, located on the outskirts of Coventry with good transport links.
- If using a sat nav use post code CV4 7AL which will bring you to the edge of campus, then follow signs for Central Campus.
- Download further information from the website at:
<https://warwick.ac.uk/services/conferences/location/howtofindus/>

Car Parking

Car parking is available on Central Campus for participants – please see attached map. You also have the option to use our **what3words** references to get more defined information on car parks across campus. There are two options as below:

Option One: Pre-Booked

- You will be required to register for car parking by selecting Conference Parking – Warwick University using the following link - [City Centre Parking - Location - Warwick University Car Parks \(apcoa.co.uk\)](http://apcoa.co.uk)
- Your event organiser will send you a promo code if applicable for complimentary parking.
- You will need to register in advance of your arrival to campus. Car parking is free, however only if you book in advance.
- Once on Central Campus follow the signs for **Central Campus parking**.
- Some car parks may be 10-15 minutes' walk from the conference facilities that you are attending.

Option Two: No Pre-Booking

- If you do not register in advance of arriving on campus, you will need to use the pay by phone system for parking. Up to 2 hours £2.00, up to 3 hours £3.00, up to 4 hours £4.00 & all day £7.00. Parking charges apply 24hrs a day, 7 days a week. Evening charges 5pm-8am £1.00 (included if you have purchased an all-day ticket). Weekends £1.00 until 8am the following day.

Additional parking information

- Accessible parking spaces are available in Car Park 207 and on Health Centre Road (CP 206 next to the Oculus Building - see attached map). Please note that this road is on a slight gradient.
- For accessible parking close to your accommodation (Blue Badge holders only), please contact your organiser in advance of your arrival.
- If you have particular car parking requirements (i.e. a minibus or high-sided vehicle), contact your organiser in advance of your arrival.
- "Car Share" spaces are available after 10:00am (for parking during the day only and not for overnight). Before 10am these spaces are reserved for university employees only.
- If you have not pre-booked your parking, we cannot guarantee that a space will be available for you.

Public Transport

- Coventry Railway Station, approximately four miles from the campus, is the nearest main-line train station to the University. There is a taxi rank located at the Station and on Central Campus at the University.

- There are regular bus services to the University Campus from Coventry City Centre and Coventry Railway Station, with the journey taking approximately 30 minutes. The stop for Central Campus is the University of Warwick Bus Interchange. For information on buses to campus please see <https://nxbus.co.uk/coventry/information/buses-to-from/buses-to-from-university-of-warwick>
- Birmingham International Airport is approximately 20 minutes from Campus by car and connects with many international cities. There is a taxi rank at Birmingham International Airport. The railway station at Birmingham Airport is Birmingham International. During weekdays trains depart from Birmingham International to Coventry Rail Station on average every 10 minutes. The journey takes between 10-15 minutes depending on which service you use.

Conference Reception

- Located within Senate House.
- Our Reception team are available to answer any queries between 07:00 – 22:00.
- If you need to store luggage on your arrival or departure day, your conference organiser will be able to advise a storage location.
- Conference Reception can only take payments via Debit/Credit card and do not accept cash. Please consider this should you require additional nights' accommodation.

Bedroom check in/out

- You will be provided with a key card which will give you access to your bedroom and entry door to the accommodation block.
- Bedroom keys will be available to collect from 15:00 to 21:45 at Conference Reception unless notified otherwise by your conference organiser.
- If you plan to arrive after 21.45, please contact Conference Reception to arrange late key collection ccvreception@warwick.ac.uk or 02476 528910. The location of key collection after 21:45 is from Community Safety Hub.
- Bedrooms are to be vacated by 09:30 on your day of departure. Luggage and belongings should be removed by that time.
- On the day of departure, keys can be left at Conference Reception (Senate House), Rootes Restaurant (in Rootes Building) or one of the boxes situated in the entrance hall of each accommodation block.

What is included in my bedroom?

- Our student style accommodation blocks are en-suite bedrooms and feature a study desk area, tea/coffee making facilities, towels and wrapped soap.
- Irons and Ironing board are available in the shared kitchen, hairdryers and clock radios are available from reception on request.
- Daily cleaning of communal areas, daily bedrooms and bathroom service, bed linen and towels changed every 3 days.
- If you need anything else during your stay, please contact reception located in Senate house who will be happy to help.

Wi-Fi access across Central Campus

- Central Campus venue visitors can access the “Warwick Guest” Wi-Fi network around campus and within their accommodation. Ask at Conference Reception or any member of the conference team for assistance if required.
<https://warwick.ac.uk/services/its/servicessupport/networkservices/wifi/warwick-guest/>

Food and Drink

- All meals are provided in Rootes Restaurant located on the first floor of the Rootes Building for all delegates (unless your programme indicates otherwise).
- The restaurant offers breakfast, lunch and dinner including a range of hot and cold drinks.
- Please present your conference badge or bedroom key to gain access to the restaurant.
- Please inform your event organiser prior to your arrival if you have a specific food allergy or a lifestyle dietary requirement (for example vegan, vegetarian, halal or kosher).

- Bar facilities are located on the first floor of the Rootes Building and is the ideal place to network and relax after a day's session. There are alternative bars on campus; please see <https://warwick.ac.uk/services/retail/eat-drink/> or ask at Conference Reception for details.

Shops and Cafés on Central Campus

- The campus has a range of facilities available to all delegates. For information and opening times, please see <https://warwick.ac.uk/services/retail/>
- There is a cash machine outside Rootes Grocery Store.
- Please note that all outlets on campus are cashless.

Sports facilities

- Guests have free access to Warwick Sport's premium leisure facilities on campus; including swimming pool and gym, however other bookable facilities will incur a charge. For further information, please see <https://warwick.ac.uk/services/sport>
- You may also contact the Sport Centre Reception on **02476 523011** (23011 from any internal phone) or by e-mail at: warwicksport@warwick.ac.uk