

Information for delegates

Website

Click <u>here</u>

Venue

The Edge, Endcliffe Student Village, Sheffield S10 3ED

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Please refer to the map and travel instructions for information about the venue location (NB 2 pages).

Registration

Registration will be in The Edge main entrance foyer (the "Hub").



Conference entrance

The registration desk will be open as follows:

Monday 29 August	16:00-18:00
Tuesday 30 August	08:00-18:00
Wednesday 31 August	08:00-18:00
Thursday 1 September	08:00-18:00
Friday 2 September	08:00-13:30

Programme

The programme is posted <u>on the web</u>. Delegates will be sent a link to the online programme and abstracts prior to the meeting.

Presentations

If you are presenting at the meeting please refer to the correspondence sent to you and to the presenters' instructions <u>here</u>.

WiFi access

Search for "Guest network".

You will need to pre-register onto the Sky Wifi: <u>https://www.sky.com/wifi</u> once signed in you will stay logged onto the network.

Accommodation

Halifax Hall Hotel

Please pick up your room keys from the reception desk at Halifax Hall (if travelling by taxi you should ask for "Halifax Hall Hotel"). The reception desk is open 24 hours a day.

Keys are available for collection from 14:00 on the day of arrival.

Luggage may be left temporarily at the hotel reception desk if you arrive before this time and on the day of departure.

Halifax Hall bedrooms include: Towel, soap and shampoo Internet access Daily room cleaning Hairdryer

Tea/coffee making facilities on each floor

Delegates are asked to vacate their rooms by 11:00 on the morning of departure, with luggage arrangements as below. Please remember to return your room keys to the reception desk.

 Breakfast times:

 Mon-Fri
 07:00-10:00

 Sat-Sun
 07:30-10:30

Jonas Hotel

Please pick up your room keys from the reception desk at Jonas Hotel (if travelling by taxi you should ask for "Jonas Hotel, Endcliffe Student Village"). The reception desk is open 24 hours a day.

Keys are available for collection from 15:00 on the day of arrival.

Luggage may be left temporarily at the hotel reception desk if you arrive before this time and on the day of departure.

Jonas bedrooms include: Towel, soap and shampoo Internet access

• Please note that hairdryers are not included so you may wish to bring your own

Delegates are asked to vacate their rooms by 11:00 on the morning of departure, with luggage arrangements as above. Please remember to return your room keys to the reception desk.

Breakfast times:Mon07:00-10:00 (at Halifax Hotel)Tues-Fri07:00-09:00 (at the Edge)Sat08:00-09:30 (at the Edge)

Halls of Residence

If you booked a student room you will be in the Endcliffe Residences. Please pick up your room keys and directions from The Edge Customer Service desk (if travelling by taxi you should ask for "The Edge, Endcliffe Student Village").

Keys are available for collection from 15:00 on the day of arrival. If you arrive after 23:00 you may find the reception doors locked in which case please phone the porter on +44 (0)114 222 4075 to gain access.

A bag storage room will be located next to the Customer Service desk in the Edge; bags can be stored in this area if necessary on your day or arrival/departure (at your own risk). Please ask the staff for directions.

Please note that the Edge Customer Service Desk is **not** the same as the conference registration desk. The Edge Customer Service Desk is on the end of the Edge building closest to the car park.



Entrance to the Edge from the car park end for Customer Services Desk (Endcliffe Student Room check in/out)

Bedrooms include: Towel & bar of soap Internet access

- Please note that hairdryers, shampoo and conditioner are not included so you may wish to bring your own
- Rooms are not serviced after arrival so if you have any requirements for fresh towels etc please ask at the Edge Customer Service desk

Delegates are asked to vacate their rooms by 10:00 on the morning of departure, with luggage arrangements as above. Please remember to return your room keys to the Edge Reception.

Breakfast times:

Mon	07:00-10:00 (at Halifax Hotel)
Tues-Fri	o7:oo-o9:oo (at the Edge)
Sat	o8:oo-o9:30 (at the Edge)

Directions on campus

When moving around the University campus please follow the blue signposts for The Edge, Jonas Hotel (look out for yellow signs for Jonas) and Halifax Hotel.

Village Store

The Village Store is 2 minutes from the Edge (follow signs). The Shop is open 09:00-15:00 each weekday and sells refreshments, drinks, sandwiches, fruit, toiletries etc.

For more comprehensive needs the nearest shopping area is Broomhill, a 10-15 minute walk.

Local restaurants

The Ecclesall Road is a lively area with lots of bars and restaurants to choose from or head into town with a bus or taxi.

Taxis

Uber (via app) or City Taxis - +44 (0)114 239 39 39, online or via app.

Parking

Parking is available in the Edge car park (subject to availability). Please download <u>this parking permit</u> and follow the instructions if you wish to park on campus. See above for link to travel information. If you are staying at the Halifax or Jonas please park in the hotel car parks and ask for a permit from hotel reception.

Insurance and security

Neither the Organisers nor the University of Sheffield will accept any responsibility for accidents to delegates while at the meeting, or for damage to, or loss of, their personal property. Delegates are requested to reduce the risk of thefts by not leaving valuables unattended on University premises.

Smoking

Smoking is not permitted within any of the University buildings.

Enquiries

To check your booking please contact:

Ellie Harris Registration and Accommodation Management <u>events@hg3.co.uk</u>

In case of any other queries please contact:

Janet Crompton Conference Organiser janet@janet-crompton.com