

# HOUSEKEEPING

## VENUE INFORMATION

### LOCATION SLLS CONFERENCE

LTB = Lecture Theatre Building

### GENERAL ENQUIRIES / REGISTRATION DESK

You can contact Cat Westlake and / or Jay James during the conference for all your enquiries, located at the conference registration desk or call on:

Cat Westlake: 07968 77 93 43 ([cwestlake@slls.org.uk](mailto:cwestlake@slls.org.uk))

Jay James: 07402 347 951 ([jolanda.james@essex.ac.uk](mailto:jolanda.james@essex.ac.uk))



Or you can find an Understanding Society team member (look out for an orange TEAM badge) and they will help you with your question(s).

### TOILETS

Toilets are located in the basement, down the stairs or to level 3 in the lift and on the ground floor opposite LTBb. Disabled toilets are on the top floor, accessible by taking the lift to level 6

### LTB / LECTURE ROOMS

FOYER – Ground floor (registration desk / refreshments)

LTB 3 – Ground floor

LTB 4 – Ground floor (posters / refreshments)

LTB 5 – Ground floor

LTB 6 – First floor

LTB 7 – First floor

LTB 8 – First floor

LTB 9 – Second floor

### EXHIBITORS

Ground floor – UK LLC / PRUK / LLCS Journal

First floor – Wellcome / UCL CLS / UKDS

### LUGGAGE

If you don't wish to keep your luggage with you, you can store it in room LTB4 at your own risk (as unfortunately it is not possible for us to lock the door, but there will always be somebody for the team in the foyer area).

### CHARGE LAPTOPS / PHONES / WORK

If you need a quiet place to work, or you need to charge your phone / laptop, make your way to LTB4 ground floor.

### WIFI

You can use your Eduroam account by using your university email address and password to access the internet, if your university is part of the Eduroam network. But if you are not based at a university, or your university is not part of the Eduroam network, you can gain access to the internet via the following link: <https://www.essex.ac.uk/student/it-services/wifi>

Once connected you get 10 minutes of free internet access. For 24 hours access, you must verify your email address by following the link in the verification email IT have sent you.

LOCATION LUNCH | 24, 25 & 26 September | timings see programme

At the plaza of the Silberad Student Centre

LOCATION RECEPTION & DINNER | 24 September | 19.00 – 21.00

At the plaza of the Silberrad Student Centre

Food & drinks location for the Early Career Students is in the Lakeview Room, above the plaza

LOCATION DINNER | 25 September | 19.00 – 22.00

Prested Hall - Feering, Colchester CO5 9EE

Coaches to and from Prested Hall will be ready from 18.00 next to the Tennis court

#### LOCATION WORKSHOPS

Workshops on Monday the 23<sup>rd</sup> of September will take place at the North Teaching Centre.

You will have received information about these workshops directly from Cat Westlake.

The COORDINATE workshop on the 27<sup>th</sup> of September will take place in the STEM building (*room 3.1*).

#### FEEDBACK

You can give feedback at any time during the conference. The location of the feedback forms is at the registration desk in the foyer of LTB. After the conference you will receive an electronic feedback form from Cat Westlake.

#### CERTIFICATE OF ATTENDANCE

If you want a certificate, please ask / email Cat Westlake ([cwestlake@sils.org.uk](mailto:cwestlake@sils.org.uk)) and she will prepare one for you.

## EMERGENCY PROCEDURES

General First Aid is provided on Campus by appropriately trained members of the security team. They can be contacted by dialling 01206 872 125.

In the event of sudden illness or collapse please call 01206 872 222 and state your name, your location and the nature of the incident. Security will contact the appropriate service and give them the full details including your location. You should not dial 999 direct, as this can potentially delay the arrival of the emergency service. Security will also send a First Aider to the location to either administer first aid or provide support whilst waiting for the arrival of the emergency services.

#### Minor ailments and advice

For telephone advice regarding minor ailments, the NHS helpline can be contacted on 111.

Alternatively, you can visit the Colchester NHS Walk-In Centre located at the Colchester Primary Healthcare Centre, Turner Road, for advice and treatment of infections, rashes, stomach upsets or injuries such as cuts, strains, sprains, fractures and burns. The Walk-In Centre is open from 07.00 – 22.00 every day.

In an emergency, please contact Security on the emergency number 01206 872 222.

## FIRE REGULATIONS

There is no fire exercise planned, so if the alarm goes off it's real.

If the fire alarms sound, without delay, leave the building, following the green and white signage and make your way to the nearest final exit, do not use the lifts. Please close doors behind you and assist anyone having difficulty. Congregate outside, well away from the building. All fire exits and escape routes are clearly marked. Nobody is to re-enter the building until instructed it is safe to do so. The alarm often stops sounding before it is safe. If you believe or see there is a fire and the alarms are not already sounding, please make your way to the nearest exit and activate a manual call point on the way out.

## CAMPUS INFORMATION

EVENT ESSEX OFFICE (*for on-campus room bookings only*)

Check in is from 14.00 onwards. Event Essex will explain to you where you can collect your key & breakfast card.

Check out is at 09.30 the latest. Keys & paperwork need to be dropped off at the Information Centre located in Square 3

The Event Essex office can be contacted Monday -Friday, between 09.00 – 16.30 on telephone number 01206- 872358, for accommodation check-in, key issue and lost keys, meal cards and lost meal cards, to report damages and lost property and all other general enquiries. Contact the information centre\* before and after these hours.

#### BREAKFAST FOR DELEGATES USING THE ON CAMPUS ACCOMMODATION

With your voucher (which you receive upon collection of your key), you can get breakfast at the Canteen, located on square 3. Opening times are from 7.30 till 11.00. Be aware that it can be busy.

#### INFORMATION CENTRE\*

Located in square 3, open 24/7. Contact number 01206 872 125

#### COLCHESTER FOOD OUTLETS

You can find all the food outlets [here](#).

#### SHOPS

The Campus Shop and Off License are situated in Square 4, open Monday – Friday 08.00-18.00 and Saturday and Sunday 10.00-17.00.

It sells groceries, frozen meals, over the counter medicine, alcohol, newspapers and much more.

#### BANKING

Cash machine is located on Square 3

#### LAUNDERETTE

The launderette on campus is open 24 hours a day, it is located in the Hex causeway between Square 5 and the North Campus Accommodation and in the South Courts accommodation. This service is provided by an external launderette company called “Circuit Laundry”. First, buy the card from the laundrette for £1 and a wash is £3.00 and a dry is £1.50.

#### SPORT FACILITIES

The University boasts a wide range of sports and fitness facilities, both indoor and outdoor for you to use when staying on campus. Please enquire at the sports centre for details and prices.

#### PARENTS & BABY ROOM

Main academic building – 5A.223

#### PRAYER ROOM

Main academic building – floor 3 – room 3.305

#### STUDENT UNION – SU BAR

The Student Union bar is located on square 3, next to The Kitchen.

#### FIND YOUR WAY ON CAMPUS

<https://findyourway.essex.ac.uk/>

## TRAVEL INFORMATION

#### TAXIS

Minicab	01206 – 544 444
Panther	01206 – 525 525
Five Sevens	01206 – 577 777
524 Taxis	01206 – 524 524

We suggest booking a taxi as soon as possible as often local taxi companies are fully booked between 7am-9am & 3pm-5pm. Let the taxi company know that the pick-up place is University of Essex South Towers / Sport Centre.

#### TRAVELING BACK TO COLCHESTER / LONDON LIVERPOOL STREET

You can either take a taxi to Colchester North or one of the busses leaving campus (87 towards Great Horkesley or S1 towards Highwoods Tesco).

Or take the train from Wivenhoe to London Liverpool Street. To get to Wivenhoe take the S1 bus towards Wivenhoe Rail.

#### TRAVELING BACK TO THE AIRPORT BY BUS

The National Express (bus) will bring you to Stansted or Heathrow and will leave in Colchester from East Hill (up the hill), near St James -The Great church (opposite Greyfriars). Several busses departing from the University can drop you off at that bus stop (or choose a taxi). You will need to book a ticket online for this service:

<https://www.nationalexpress.com/en>

#### AIRLINK

A hassle-free and direct route to Stansted Airport from Colchester North

<https://www.firstbus.co.uk/essex/airlink>

#### WALK TO THE WIVENHOE OR COLCHESTER HYTHE TRAIN STATIONS

If you fancy a walk, you can walk to Wivenhoe train station or Colchester Hythe, using the [Wivenhoe trail](#). It's about 30/40 minutes walk.

## TOURIST GUIDE – Things to do in the local area

[VISIT BRITAIN'S FIRST CITY & FORMER CAPITAL OF ROMAN BRITAIN COLCHESTER](#)

#### HISTORY & HERITAGE:

[COLCHESTER CASTLE](#)

[COUNTRY'S OLDEST CHURCH](#)

[St BOTOLPH'S PRIORY](#)

[DUTCH QUARTER](#)

[ROMAN CIRCUS](#)

THEATRE & PERFORMING ARTS:

[MERCURY THEATRE](#)

[COLCHESTER ART CENTRE](#)

[HEADGATE THEATRE](#)

[LAKESIDE THEATRE](#) (BASED AT THE UNIVERSIT OF ESSEX)

GALLERIES AND MUSEUMS:

[COLCHESTER CASTLE](#) MUSEUM

[FIRSTSITE](#)

COLCHESTER CASTLE

CINEMAS:

[ODEON](#)

[CURZON](#)

[WALKING & CYCLING](#)

SPORT AND LEISURE:

[COLCHESTER UNITED FOOTBALL CLUB](#)

[SWIMMING POOL / LEISURE CENTRE](#)

[FOOD & DRINK](#)

[SHOPPING](#)

[VISIT WIVENHOE](#)

PUBS:

Black Buoy Pub / Rose & Crown / The Greyhound / Horse & Groom / The Flag Inn

RESTAURANTS:

The Olive Branch / The Orange Tree Tapas Restaurant / Valentinos

[WIVENHOE TRAIL](#)

[NOTTAGE MARITIME INSTITUTE](#)

[FURTHER AFIELD](#)

[MERSEA ISLAND MUSEUM](#)