

# Delegate information and joining instructions

EPOP2018 – 14<sup>th</sup> – 16<sup>th</sup> September 2018

Annual Meeting of the Elections, Public Opinion and Parties Specialist Group  
of the Political Studies Association

This document provides details on travelling to the Royal Holloway campus, finding your accommodation, registering for the conference and the facilities available to you. You can download a [campus map](#) to help find your way around once on campus. The conference will be held in the Moore Building; accommodation will be in our on campus Halls of Residence; and breakfasts and dinners will be in the Founder's Dining Hall. These are all within walking distance of each other.

## 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.gemincars.co.uk/> (+44 1784 471111). Windsor Cars have a dedicated email for pre-booking journeys: [bookings@windsorcars.com](mailto: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 reasonable bus service from Heathrow Terminal 5 to Royal Holloway. The number 8 bus leaves from outside Terminal 5 and not from the Central Bus Station. If you arrive at another

terminal, please follow flight connection signs for internal airport transfer to T5. Timetables for the number 8 can be found through the following link:

<https://www.firstgroup.com/berkshire-thames-valley/plan-journey/timetables/?operator=1&page=1&redirect=no>.

- **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. <https://www.southwesternrailway.com/>.

- **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.

## Car parking arrangements

EPOP delegates will **not** need to register their vehicles in advance and therefore the car park signage requesting visitors to register their vehicles **does not apply**. The campus map shows a variety of car parks on site. For EPOP guests, we would suggest **P4 or P8** car parks.

As car parking spaces are free of charge, they cannot be booked and are allocated on a first come, first served basis. In the unlikely event that the on-campus car parks are full, please use **P14 or 14a** on the north side of the A30, off Harvest Road.

**Please note no parking is allowed on the roads by the Halls of Residence, or in the reserved bays along the west side of Founder's, opposite the hockey field. 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 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

- Check-in



The Hub Reception  
for check in

**From Wednesday 12<sup>th</sup> to Friday 14<sup>th</sup> September**  
Regular check-in is from 16.00 at the **Hub Reception**.

If you will be arriving late at night, please email [newhalls@royalholloway.ac.uk](mailto: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 or Founder's reception the following day to confirm your arrival. Our security team can be contacted on +44 [0] 1784 443063.

Our 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.**

Halls of Residence have shared kitchen/social areas, allowing ample opportunity to network with your fellow delegates. Cooking is not permitted in these kitchens but you may use microwaves and refrigerators. Tea and coffee making facilities are available in the kitchens for delegates to use.

Rooms also include:

- Full bed linen
- Basic toiletries and towels
- WiFi
- Tea and coffee making facilities are available in the shared kitchen (Fairtrade products)
- En-suite bathroom with a toilet, hand basin and shower.

**Please remember to bring electrical adaptors with you if travelling from abroad and note that rooms do not have shaver sockets.**

Your towels and bed linen will be changed every 3<sup>rd</sup> day.

- Check-out

It is important that all residential delegates check out by 10:00 on the day of departure. Please return room key cards to the Hub reception to complete the check-out process. Limited luggage storage is available at the Hub reception, so there will be a room allocated for luggage in the Moore Building where the conference takes place.

Taxis for departure can be ordered through the Conference Assistants up to Sunday lunchtime. Taxi share is encouraged to avoid a higher carbon footprint for the conference and to save money.

### 3. Conference registration

Registration will take place in the foyer of the **Moore Building** on the campus plan from 12.00pm onwards on Friday 14<sup>th</sup> September and is also open on Saturday morning.

Delegates will receive a name badge which allows access to the building, participation in the conference 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

The full 3 day conference fee includes refreshments, lunches and dinners during the conference.

- **Breakfasts**

Breakfast will be served between 07.00 – 09.00 in the Founder's Hub Dining Hall.

- **Lunches**

A buffet lunch will be available in the Moore Atrium, on Friday, Saturday and Sunday.

- **Evening receptions/ dinners**

**Thursday (Participants of the pre-conference workshop on Party Membership only)** – A self-service style buffet will be available from 6.30pm to 8.00pm in the Founder's Dining Room.

**Friday** – A drinks reception will be held in the Founder's South Quad from 19.00, followed by a banquet Dinner in the Founder's Dining Hall. The Dinner will be followed by a Quiz in Crosslands where a cash bar will be available.

**Saturday** – A drinks reception will be held in the Picture Gallery from 19.00, followed by a Gala Dinner served in the Founder's Dining Hall. A cash bar will be available in Crosslands after dinner.

### 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 inform a member of Royal Holloway catering staff of your dietary requirements at meal times so that they may identify you.

### 6. Internet access

Free WiFi access to 'CampusNet', our high-speed wireless internet service, is available across the entire campus. Each conference delegate 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 presenters 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: EPOP\_2018**

**Password: EPOP2018**

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.

If for any reason the above instructions do not work, please enter the following into your browser:

**nac.rhul.ac.uk/** and press enter. Follow the instructions on screen and enter the above Username and Password when prompted.

You will only have to complete this process once as the code covers the duration of your stay/event.

***Please note that the access provided is standard internet; organisations would need to specify any specific non-standard internet access in advance so we can support your requirements.***

## 7. Medical Assistance

If you should become unwell or suffer an injury, there are several options. The nearest Accident and Emergency department is at St Peter's Hospital in Chertsey. Medicines can also be purchased in the Union Shop on Campus.

## 8. Sport facilities

Residential delegates have complimentary use of the Fitness Suite, an on-site gym which houses popular fitness equipment such as treadmills, weights and cross trainers. Guests wishing to use the Fitness Suite should report to and register at the Sports Centre reception, stating that they are a conference guest user with EPOP2018.

Note: Badminton, squash, tennis and five-a side football facilities are available, but there will be a charge for their use.

## 9. Shops and ATMs

The 'Union Shop' is located in the Davison building. Opening hours: Monday- Sunday: 8.00am – 8.00pm. Other shops can be found in nearby Egham and Englefield Green.

There are ATMs at the Students Union Building and at the Windsor Building. Other ATMs can be found in Egham and at the BP petrol station on the A30 towards Egham.

## 10. Safety

In the event of a fire or other emergency, please leave via the nearest emergency exit. Delegates should then go to the nearest Assembly Point indicated by a large Green and White sign. Each building has its own Assembly Point, which is identified by a number or letter, their location is given on the Fire Action Notices located at each Fire Alarm Call Point. A check that everyone attending the conference is present will then be made.

If you discover a fire you must:

- Operate the nearest fire alarm
- Leave the building by the nearest exit
- Go to your designated Assembly Point

Fire Fighting Equipment must only be used by persons who have been trained to do so, and only after the alarm has been sounded.

### Fire Evacuation procedure

If the Fire Alarm sounds at any time other than a scheduled testing time (or for longer than 30 seconds on a scheduled test, as above) then you must:

1. Leave the building by the nearest exit
2. Close doors behind you
3. Report to your designated Assembly Point
4. Do not return to the building until authorised to do so
5. Do not use lifts
6. Founder's Building only – A red light will flash at the entrances/exits to the Building when the fire alarm has been activated and re-entry into the building will only be allowed when these lights are turned off (regardless of whether the sounders are sounding.)

All gangways, passages staircases and exits must be kept clear from any obstruction at all times.

## 11. Assistance prior to the conference

For any conference queries relating to payment, fees or registration, please contact the EPOP team (email: [epop2018@rhul.ac.uk](mailto:epop2018@rhul.ac.uk)).

## 12. Assistance during the conference

Conference Assistants: Jacob Robinson/Dale Claassen

Email: [sales-office@rhul.ac.uk](mailto:sales-office@rhul.ac.uk)

Please feel free to contact Customer Services or call them on 01784 443285 if you have queries about accommodation or facilities.

Dialling 01784 443888 or 01784 443063 from your mobile will initiate an emergency response from our 24 hour security team.

We hope that you will enjoy EPOP2018 and your time at Royal Holloway!



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