

Delegate Joining Instructions

Conference Registration

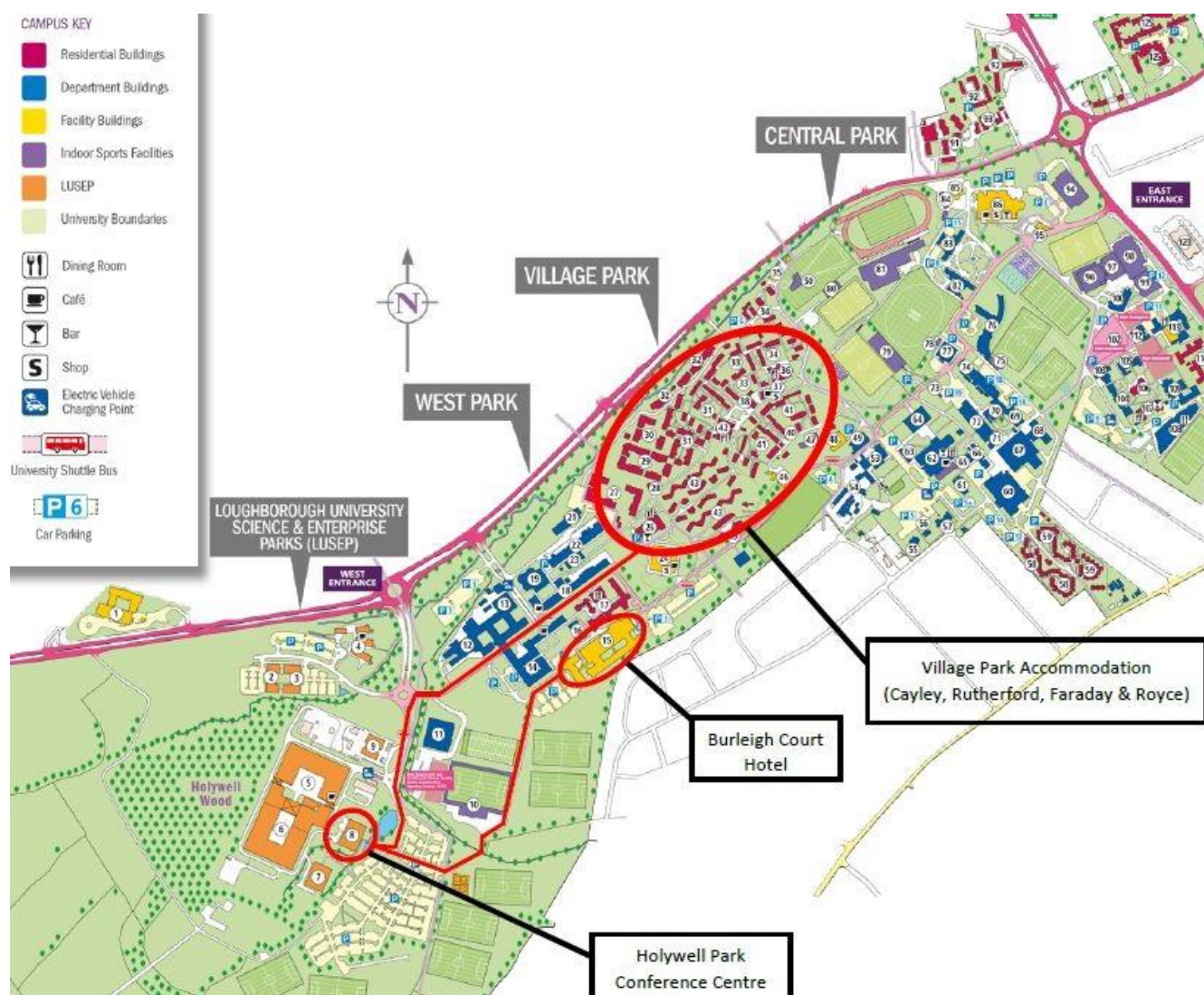
Registration for the Main Conference will take place in the main foyer in Holywell Park close to the Main Entrance of the building.

Registration Opening Times:

Thursday 6th September: 08.00 – 17.15
Friday 7th September: 08.30 – 13.30

At the registration desk you will receive your conference pack and badge - **please wear your badge at all times**, this is a security requirement and will enable you to identify fellow delegates.

Holywell Park Location



Training Event Registration

Registration for the Pre-Conference Training Event will take place in the main foyer of Holywell Park. You must register in advance for the training event.

Registration Opening Times:

Wednesday 5th September: 13.00 – 17.00

Conference Organisers

Northern Networking Events Ltd
Scottish Enterprise Technology Park
2nd Floor, Room 204, Nasmyth Building
60 Nasmyth Avenue
East Kilbride
G75 0QR
Telephone:
Fax:
Email:

+44 (0) 1355 244 966
+44 (0) 1355 249 959
enquiries@northernnetworking.co.uk

Contact Telephone Numbers

Imago Venues: +353 1 896 2743
Imago Venues Website: <http://www.welcometoimago.com/>

Catering Entitlements (included in your registration fee)

- ♦ Hot buffet dinner on Wednesday 5th September between 18.30 - 20.30 served in the Village Bar on campus
- ♦ Breakfast on Thursday 6th September will be served between **07.00 – 09.00** in the accommodation block you are allocated on campus
- ♦ Cold buffet lunch on Thursday 6th September served in the Babbage Exhibition Area in Holywell Park, Conference Centre
- ♦ Gala Dinner on Thursday 6th September held in the Turing Lecture Theatre, Holywell Park. **Please ensure you book your ticket on your registration form. Any specific dietary requirements must be provided in advance.**
- ♦ Breakfast on Friday 7th September will be served between **07.00 – 09.00** in the accommodation block you have been allocated on campus
- ♦ Cold buffet lunch on Friday 7th September in the Babbage, Exhibition Area in Holywell Park, Loughborough University
- ♦ Tea/Coffee will be provided during official breaks

Accommodation – Key Collection

Accommodation will be across four blocks of student accommodation: Cayley, Rutherford, Royce and Faraday all located within the Village Park on Campus Grounds. Rooms will be single en-suite and rooms will be allocated on arrival. Where possible we have tried to keep those who have registered together in the same block however, this is not guaranteed. Please check in at the Whitworth reception. Check in for all accommodation is from 15:00 on Wednesday 5th September 2018. For arrival on Thursday 6th September 2018, the same check in time applies.

Please check out and return keys to the reception by 10.00am on the day of departure. **Any missing keys will be charged to the delegate, Northern Networking Events and NAPICU will not be responsible for this charge.**

Internet Access

Internet access in Holywell Park and university grounds is via a password which will be provided at your check in or at Holywell Park, delegates will be required to sign with your first name, and surname and email address to retrieve the code. This will provide delegates with access to the internet for the duration of the conference.

Mobile App

NAPICU have a Mobile App and conference information will be provided on this, further download instructions will be circulated prior to the event commencing.

Location

Located in Loughborough in the heart of England, the venue is one mile from Junction 23 on the M1, 7 miles from East Midlands airport and 90 miles from London St Pancras. It is easily accessible by road, rail and air.



Travel Details

By Train

Holywell Park Conference Centre is just three miles from Loughborough railway station, only a 10 minute taxi away or 20 minutes on a shuttle bus.

Travelling from Loughborough railway station to the conference venue

The centre is within easy reach of Loughborough railway station. The university shuttle bus service **Kinchbus Number 7** runs every 10 minutes from the station with a stop located directly next to Holywell Park.

Loughborough railway station

Loughborough railway station has an hourly service to London St. Pancras and regular services to other major UK cities including Birmingham, Sheffield and Leeds.

Information on train times and ticket prices can be found on the following websites:

- [National Rail](#)
- [London Midland](#)
- [East Midlands Trains](#)

You can buy a combined train and bus ticket which incorporates the bus journey to and from the railway station. Just select **Loughborough University Bus (XLO)** when booking on websites such as East Midlands Trains and The Trainline.

Buy Air

A taxi from East Midlands Airport to the venue costs around £15 and takes less than 15 minutes. There is also a regular bus service from East Midlands Airport to Loughborough that runs every 20 minutes 24/7.

East Midlands Airport

East Midlands Airport is located 7 miles from the venue and serves a range of domestic flights and European destinations. Details of flights and facilities can be found on the East Midlands Airport website.

By Car

Following a sat-nav

Use the postcode **LE11 3GR** or type 'Holywell Way, Loughborough' into your sat-nav. Leave junction 23 of the M1, taking the A512 Ashby Road to Loughborough. At the first roundabout, turn right into Holywell Way (signposted for Burleigh Court and Holywell Park). Once you've got your visitor badge from the gatehouse, go straight on at the next two roundabouts and enter the Holywell Park car park.

Car Parking

Please note there is adequate parking available on site at Loughborough University, the car park is situated across from Holywell Park, Conference Centre, please state the name of the conference you are attending and the building and a visitor pass will be issued to you at the gate. Please ensure you display this in your car throughout the duration of the conference.

Taxi

Taxis are available from the train station with a journey costing around £8.

Messages

If colleagues or family members require to leave an urgent message for you, please advise them to email info@napicu.org.uk

Delegates must wear their badges at all times during the conference for security and catering purposes. Any delegate not wearing their badge will not be allowed access to the conference facilities.

NB: Cancellation of registration will only be accepted in writing. Please check terms and conditions on the registration form.