



AHUA AUTUMN CONFERENCE 2017

DELEGATE JOINING INSTRUCTIONS

Thank you for registering for the AHUA Autumn Conference 2017. We look forward to welcoming you to Nottingham Conference Centre at Nottingham Trent University.

The programme is as follows:

- 14 September – Drinks Reception and Evening Dinner } *NB - these need*
- 14 September – Overnight Accommodation at Byron Halls of Residence } *to have been*
to include breakfast } *booked separately*
- 15 September – AHUA Autumn Conference 2017

CONFERENCE REGISTRATION

Conference registration is open as follows:

Friday 15 September, 09.30am – 10.00am (please note, there is a briefing on USS at 8.30am)

Nottingham Conference Centre
Nottingham Trent University
Burton Street
Nottingham
NG1 4BU

T: 0115 848 4487

Upon arrival on Friday 15th September you should register at the AHUA registration and information desk, where you will also collect:

- Badge (please make sure that this is worn throughout the event for catering and security purposes);
- AHUA Autumn 2017 conference pack including programme;
- Delegate list;
- Campus internet access information.

Luggage storage will be available.

During the conference, please refer to the programme, which includes room numbers. Further details are also available on the **AHUA Events mobile app** downloadable from the Apple or Play store.

ACCOMMODATION

Overnight accommodation on 14 September is at:

Byron Halls of Residence
Hampden Street
Nottingham
NG1 4FW

Bedroom check in: 15.00
Bedroom check out: 11.00

Please note that there is no car parking available at the Halls of Residence. Please see details below about where to park.

All single bedrooms have en-suite facilities, where basic toiletries (small soap, shower gel, hand and body lotion, shampoo/conditioner) and a towel will be provided. However, please note that hairdryers

are not provided. All flats are equipped with a kettle, tea and coffee provisions, an iron and ironing board.

Free Wi-Fi is available throughout the accommodation. All visitors will need to access the Student.com Wi-Fi option and create an account (with an email address), which will enable you to connect to the internet.

The Reception in Byron Residence will be open 24 hours. Staff at the accommodation reception will be happy to deal with any queries or issues you may have whilst on site, and can be reached on 0115 9082270.

EVENING DINNER – THURSDAY 14 SEPTEMBER

DINNER DRESS CODE (Smart/casual)

19.00 Drinks reception – Old Chemistry Theatre

20.00 Dinner - Old Chemistry Theatre

Old Chemistry Theatre

Newton Arkwright Building
Nottingham Trent University
Shakespeare Street
Nottingham
NG1 4FQ

The entrance to the Arkwright Building on Shakespeare Street will be open for you to enter for the evening dinner. However please note that at the end of the evening guests will need to depart via the main University entrance on Goldsmiths Street. There will be signage to guide you back to the Byron Halls of Residence.

BREAKFAST

A full English and continental breakfast will be available in the **Old Library** between 7am-9am on Friday 15 September.

Please use the main university entrance on Goldsmiths Street for the breakfast on Friday morning. There will be signage available

NOTTINGHAM CONFERENCE CENTRE CAR PARKING (TALBOT STREET)

SAT NAV: NG1 5GG

The negotiated rates for parking for delegates attending at event are £7.50 for a day rate and £9.50 for 24 hours. Payment is made at Nottingham Conference Centre Reception on the day of your event. Please visit NCC reception anytime during the day to make payment, but please ensure it is before 5.30pm

TRAM TRAVEL DETAILS

The Nottingham Conference Centre have negotiated rates with NET for discounted tram travel.

INTERNET ACCESS ON CAMPUS

There is free Wi-Fi available to all conference delegates. Delegates can log onto NTU–Guest or Nottingham Conference Centre. There is no password; you will need to accept our terms and conditions.

The ntu-guest & NottinghamConferenceCentre wireless networks permit ports 80 and 443 only. This is suitable for most web-based applications. If you require using applications that use different ports (perhaps a VPN that is not web based) then we will need to know the TCP/UDP ports it will use in advance of the conference

Eduroam Wi-Fi is also available across the main campus

TRAVEL ARRANGEMENTS

If possible it would be advisable to travel by public transport – there are excellent train (and air) links between Nottingham and most towns and cities.

RAIL

Taxis are available outside Nottingham Station (The journey takes 10 minutes and costs approximately £7.00).

QUESTIONS AND HELP

If you have any questions then please do not hesitate to contact us.
AHUA office: Tel: 0161 275 8060 E-mail: tracey.murray@ahua.ac.uk

PLEASE NOTE:

Please be advised that photographs will be taken at the event for use on the AHUA website and in other communications. By attending the conference, you consent to the University photographing and using your image and likeness. If you do not wish your image to be used, please advise Catherine Webb before the end of the conference.

Catherine Webb, AHUA Executive Secretary, will be available throughout the conference on 07785 286833.

We look forward to seeing you at this event.

Kind regards

Events Team
Nottingham Conference Centre
Nottingham Trent University