**Conference Location**

Interflam 2019 will take place at:
Royal Holloway, University of London (RHUL),
Egham Hill, Egham, Surrey TW20 0EX

Tel: +44 (0)1784 434455 (weekdays 9am – 5pm)
Customer Services: Tel + 44 (0)1784 443285 (daily 7am – 10pm)
24-hour security Telephone No: +44 (0)1784 443063
www.rhul.ac.uk

**INTERFLAM REGISTRATION DESK:**
Tel: +44 (0)1784 276639  (Conference days 8am – 6.30pm)
On Site Interflam Organiser’s Mobile Tel: +44 (0)7716 241236

The campus has a no smoking policy, this includes the use of electronic cigarettes. Smoking is permitted beyond 5m of the buildings.

**Conference Registration**

The Conference Registration Desk is in the **WINDSOR BUILDING** and open at the times listed below. All conference documentation: badge, bags, tickets and guest tickets can be collected from here. Please wear your conference badge at all times, as identification is required to access conference services and sessions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Registration For:-</th>
<th>Times</th>
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<tbody>
<tr>
<td>Sun 30th June</td>
<td>Windsor Walking Tour</td>
<td>1.15pm</td>
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<td></td>
<td>IAFSS Workshop</td>
<td>2.00pm</td>
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<td></td>
<td>Conference</td>
<td>4.30 - 7.00pm</td>
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<tr>
<td>Mon 1st July</td>
<td>Conference</td>
<td>From 8.00am – Until 30 mins after close of session</td>
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<td>Tues 2nd July</td>
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<tr>
<td>Wed 3rd July</td>
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For those bringing laptops there is free wireless internet connection available in the Windsor Building.

**Check-in and Bedroom Key Collection**

No vacancies exist for those who have not pre-booked accommodation

Booked Accommodation is in the Wedderburn Building (see map). Check-in is from 9am and is at The Hub Reception at all times other than **Sunday arrivals** between 12noon – 6pm when check-in is at the Delegate Lounge in the Gowar Building (see map).

If you require earlier check-in please let us know. (Unfortunately, we cannot guarantee that your room will be ready). Latest check-out time is 10.00am.

If your arrival is later than 22.00hrs, the security staff at The Hub reception will 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 the following day to confirm your arrival. The College security team can be contacted on +44 [0] 1784 443063

The Wedderburn accommodation building has a shared kitchen on each corridor. Cooking is not permitted in these kitchens but you may use microwaves and refrigerators. Tea and coffee making facilities are available for delegates to use. (Please note there is no crockery or cutlery available except for cups and spoons).

Rooms include: Full bed linen, basic toiletries and towels, Wi-Fi

We suggest that you bring any further creature comforts you might want for your stay: eg. Radio, alarm clock, hairdryer (chocolate!) etc. Please remember to bring electrical adaptors with you if travelling from abroad and note that rooms do not have shaver sockets.

**Check Out**

Please check out by 10.00am on your day of departure. There will be an area in the Windsor Building where you can store your luggage (conference days only). Please return room key cards to the Hub reception or Conference Registration Desk to complete the check-out process. Limited luggage storage is available at the Hub reception.

Taxis for departure can be ordered through the Conference Assistants up to the final day of the conference and from The Hub reception from then onwards. Taxi share is encouraged to avoid a higher carbon footprint for the conference and to save money.

The Windsor Building is a short walk away - through the Campus Grounds. Breakfast will be served in the stunning Founders Building which is opposite the conference hall.

**Times to Note**

**Sunday 30th June**
1.30pm  Windsor Walking Tour departs from the Windsor Building (returns at approx 5.30pm)
2.00pm  IAFSS Workshop in Windsor Building
4.30pm  - Early Registration in the Windsor Building
7.00pm  Informal Welcome Buffet, Medicine Bar on Campus (pre-booked tickets only)

**Monday 1st July**
8.00am  - Registration
9.00am  - Conference Opens
5.50pm  - Poster Session A
7.00pm  - Conference BBQ, Founders Building (pre-booked tickets only)

**Tuesday 2nd July**
8.40am  - Conference Sessions Start
7.00pm  - Coaches depart for Conference Gala Dinner
7.15pm  - Arrival at De Vere Beaumont Estate
10.30pm  - 1st Coach departs for Campus
           - Late bar in Crosslands Bar, Founders Building

**Wednesday 3rd July**
8.40am  - Conference Sessions Start
1.40pm  - Poster Session B
4.30pm  - Conference Close
Conference Dinner: Tuesday 2nd July
The conference dinner takes place at the De Vere Beaumont Estate. Transport to and from the Dinner will be provided and buses will depart for the venue at 7.00pm. The dress code is smart-casual. (no jeans or trainers). Parking is available at the venue for those wishing to make their own way there. Guests are welcome and tickets must be purchased in advance.

Address: De Vere Beaumont Estate, Burfield Road, Old Windsor, SL4 2JJ

How to get to Royal Holloway College
By Air
For those arriving at London airports, we strongly recommend that you do not take the expensive black cabs, we recommend Windsor Cars http://www.windsorcars.com/ (+44 1753 677677). Windsor Cars have a dedicated email for pre-booking journeys: bookings@windsorcars.com. An alternative local taxi company is Gemini Cars http://www.geminicars.co.uk/ (01784 471111). 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 (Windsor Cars)
If you telephone to book your taxi on your arrival at Heathrow there will be a delay in the taxi arriving. The driver collection point will be confirmed when you call.

If pre-booked, the cash price from London Heathrow (any terminal) is approximately £28.00. The driver will meet you at arrivals with a named sign. The collection point in Terminals 1-4 is at W H Smiths in arrivals, Terminal 5 collection point is at Costa Coffee. Please note payment by credit card will incur an extra charge.

Taxi from Gatwick (Windsor Cars)
A taxi from Gatwick costs approx. £63.00 and must be pre-booked if using Windsor Cars. 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/berks/thames-valley/plan-journey/timetables/?operator=1&operatorCode=1&location=5&exit=1&redirect=no.

If you arrive at another London Airports (Gatwick, Stansted, Luton, City) then either catch the train or bus to Central London and connect with a train from Waterloo or use the inter-Airport bus service to Heathrow and catch a bus or cab as listed above. For further details on inter-Airport transportation go to www.nationalexpress.com

By Train
There are regular services from London Waterloo to Egham (35 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 bypass). 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. SAT NAV post code is TW20 0EX.

Car Parking Arrangements
Interflam 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 Interflam guests, we would suggest P4, P8 or P12 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.

General Catering on Campus
If you have not already done so, please inform us of any special dietary requirements. Without prior knowledge your requirements will not be able to be met.

On Sunday evening, Campus catering is at a minimum. The Student Union shop is open from 8am – 6pm and Starbucks Café 7.00am – 7:00pm. There are many restaurants and pubs in nearby Egham 10-15 mins) and Englefield Green (5-10 mins).

A fast food delivery service is also available.

Breakfast – Founders Building Dining Room (self service)
Sunday – 7.30am – 9.00am, Monday - Wednesday 7.00 – 8.55am

Bars
Medicine Bar
Sunday 7pm – 11.30pm
– Interflam Welcome Buffet (pre-booked tickets available)

Crosslands Bar (Founders Building)
Monday - Friday 8:30am-4:30pm
Monday 7pm – 12am – Interflam Conference BBQ
Tuesday 10.30pm – 01.00am – Interflam after dinner bar

Davidson Building - Starbucks
Monday-Sunday 7.00am – 7.00pm

Student Union Shop
Mon-Sun 8.00am – 6.00pm;

A list of local restaurants and pubs will be printed in the delegate handbook.

IFE CPD
Interflam is accredited with 24 hrs of CPD, or 8hrs for one day.
Useful Contacts

Windsor Tourist Office website www.windsor.gov.uk for travel information, maps, accommodation, places to visit in the area.

Programme updates at http://www.intersciencecomms.co.uk/html/conferences/Interflam/if19/if19.htm

Transport:
Train times at www.nationalrail.co.uk
Inter-Airport and National Bus enquiries www.nationalexpress.com
Taxi:
Windsor Cars http://www.windsorcars.com/ (+44 1753 677677)
Windsor Cars have a dedicated email for pre-booking journeys: bookings@windsorcars.com.

Conference Secretariat

Interflam 2019
Telephone : 01342 335308
International: +44 1342 335308
General enquiries office@interflam.co.uk
Registration enquiries registration@interflam.co.uk
Web: http://www.intersciencecomms.co.uk/html/conferences/Interflam/if19/if19cfp.htm

The Hub – Accommodation Check-In except from Sunday 12 noon – 6pm.

Check in Sunday 12 noon – 6pm – Interflam Delegate Lounge, Gowar Building – located opposite the Wedderburn delegate accommodation building.
(See campus map)

Wedderburn (Delegate Accommodation) and Gowar Buildings (Interflam delegate Lounge)

Windsor Conference Building

Royal Holloway Founders Building