

Principles of Electrical Fires: Short Course

JOINING INSTRUCTIONS

Conference Venue



Moore Building
Royal Holloway, University
of London (RHUL),
Egham Hill, Egham,
Surrey TW20 0EX

Tel: +44 (0)1784 414394
(weekdays 9am – 5pm)
Evening Telephone No:
+ 44 (0)1784 443285
24-hour security
Telephone No:
+44 (0)1784 443063.
www.rhul.ac.uk

There is a no smoking policy in campus buildings

Course Registration

Registration is from 8.30am on Thursday 27th June in the Moore Building (No 12 on Map)

Below are the course times:

Wednesday 26th June

16.30 – 17.30hrs Interflam delegate can collect their short course material from the Interflam registration desk.

Thursday 27th June

8.30 hrs – 9.00hrs Registration

9.00hrs – 17.15hrs Short Course

Friday 28th June

8.00 hrs – 8.30hrs Registration

8.30hrs – 16.30hrs Short Course

Registration Desk

The desk will be staffed during conference hours and is located in the Moore Building. All conference documentation will be available from here.

For those bringing laptops there is free wireless internet connection available in the Moore Building.

Ignition Handbook Pre-ordered copies will be available at the registration desk.

Refreshments and Lunches

All refreshments and lunches are included in the delegate fee and will be served in the Moore Building.

Participants have a free evening on Thursday 27th June. A list of local restaurants will be available and taxis to nearby Windsor can be arranged.

Special Dietary Requirements

Please inform the organisers of any special dietary requirements as soon as possible and no later than the 24th June 2013.

Accommodation

Bedroom Key Collection

Delegates who have booked campus accommodation must collect their room key from **THE HUB** (Building 41 on the campus map). The accommodation is located in the Tuke Building directly across from the Hub Reception.

Check-in time is from **2.00pm**: Check-out time is **10.00am**

If you are going to arrive late on campus please let us know so that we can alert the reservations staff. The desk is staffed 24hrs so if you are unavoidably delayed, you will still be able to check in. If you have any problems on arrival please telephone 01784 44 3285.

Tea and coffee facilities are available in a shared kitchen area. We suggest that you bring any further creature comforts you might want for your stay: eg. Radio, alarm clock, hairdryer (chocolate!) etc. All rooms have wireless internet access. There are vending machines around the buildings.

Please check out by 10.00am on your day of departure. Your luggage can be left in a secure area in the Moore Building.

Location/Travel

How to get to Royal Holloway College

By Car Royal Holloway is located on the A30 approximately 2 miles from junction 13 of the M25. On exiting the M25, bear left to join the A30 exit lane, which is signposted Staines and Egham. Follow the Egham signs and the College is signposted (see map).

Car Parking There are a number of car parks on site. Car Park Passes can be found on the attached Campus Plan and these **must** be completed and put in the windscreen of your vehicle or it will be clamped. *Residential parking is in Car Park 8*
Non-residential delegates should park in Car Park 12. (see map)

By train from Central London: Trains depart from Waterloo Station to Egham. Approx 5 per hour (fast trains are .20 and .50 past each hour, 37 mins journey time). Eurostar Services to Paris and Brussels terminate

at St Pancras International. Take the tube to Waterloo Station (35 mins) and then train to Egham (approx 35mins). The College is approx 1 mile from the railway station.

For details go to www.nationalrail.co.uk

Taxi's from Egham There is a taxi rank at Egham in the main station car park. The fare to the University is approx £5.00. (Drop off at The Hub or Windsor Bldg)

By public bus from Heathrow Airport Bus No 441 runs to and from Heathrow Airport Central Bus Terminal all the way to the College every 30 minutes. Approx 40 minutes

journey time. (Route: Englefield Green /RHUL /Egham / Staines / Heathrow Airport)

Mon-Sat 05.00 – 22.10hrs: **Sun** 10.00 – 18.00hrs (Every hour)

On-line timetable at :

www.londonbusroutes.net/times/441.htm

Local bus services stopping at the College are Buses No 41 and 43: The stops are Slough /Windsor /Englefield Green /RHUL /Egham /Staines (4 per hour).

By plane London Heathrow Airport is only 8 miles away. You can catch a Black Cab from outside the Terminal or use a local taxi company which is substantially cheaper. Transfer to Royal Holloway College is a 20-25 minute journey. We recommend two local taxi companies (see below)

Windsor Radio Cars are offering delegates a *meet and greet* service for £28.00 cash payments from Heathrow Airport which needs to be booked in advance. Alternatively you can call them from the arrivals hall and they will arrange to collect you for £18.00 cash. Gatwick Airport transfers are £60.00 cash payment for meet and greet. Please quote **Interflam** when booking.

Windsor Radio Cars: Tel: +44 (0)1753 677677

Fax: +44(0)1753 833266

Email: bookings@windsorcars.com

Gemini Cars: Tel: +44 (0)1784 471111

(at Egham Station) Web: www.geminicars.co.uk

If you arrive at other **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

General Catering On Campus

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

The HUB (self service)

Breakfast 7.30 – 9.00am

Crosslands Bar (Founders Building)

Monday - Friday 8:30am-4:30pm

Café Jules (Starbucks)

Monday-Friday 8.30am – 4.30pm

Campus Store

Mon-Fri 8.00am – 5.00pm;

Weekend 9.30am – 1.30pm

Please note that there are no other catering facilities outside of those Conference Times.

There are however, many restaurants and pubs in nearby Egham (10-15 mins) and Englefield Green (5-10 mins):

A fast food delivery service is also available.

A list of local restaurants and pubs is on our Website and will be printed in the delegate handbook.

Useful Contacts

On Site Conference Organisers Mobile **Tel: +44 (0)7747 032882**

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

University Web Site for travel and further delegate information

www.rhul.ac.uk/facilities-management/candb/travel/

Programme updates at

<http://www.intersciencecomms.co.uk/html/conferences/Interflam/pef/pefprog.htm>

Transport:

Train times at www.nationalrail.co.uk

Inter-Airport and National Bus enquires

www.nationalexpress.com

Airport taxi transfers:

Windsor Radio Cars:

Tel: +44 (0)1753 677677

Fax: +44(0)1753 833266

Email: bookings@windsorcars.com

Gemini Cars:

Tel: +44 (0)1784 471111(at Egham Station)

Web: www.geminicars.co.uk

Conference Secretariat

Interscience Communications

West Yard House

Guildford Grove

Greenwich, SE10 8JT

UK

Tel: +44 (0)208 692 5050

Fax: +44 (0)208 692 5155

Email: office@intersciencecomms.co.uk

Web: www.intersciencecomms.co.uk

Campus Plan



Conference Parking Pass (complete and display on dashboard)

Conference name: **Electrical Fires and Explosions Short Course (Interscience)**

Start date: _____

End date: _____



Facilities & Services

- Bedford Library
- Boilerhouse
- Bookshop
- Botanic Supply Unit
- Café Jules
- Careers Service
- College Shop
- Computer Centre
- Depository Lodge
- Electron Microscopy Unit
- Enterprise Centre, Orchard Building
- Estates Workshop
- Jane Holloway Lecture Hall
- Laundry, Muslim Prayer Room
- Little Echoes Day Nursery
- Library Depository
- Medicine & Stumble Inn
- Munro Fox Lecture Theatre
- Munro Fox Laboratory
- Munro Fox Seminar Room
- Natwest Bank
- Sports Centre & Fields
- Student Administration Centre
- Students' Union (upper floor)
- The Hub
- Wetton's Annexe
- Windsor Building

Student Residences

27	Beeches	72
14	Butler Hall	3
4	Chestnuts	73
70	Elm Lodge	71
15	Garden Lodge	8
20	Gate Lodge	54
6	Gowar Hall (incorporating Sang & Lee Hall)	48
10	Harvest Road No 1	67
38	Highfield Close	57
37	Highfield Cottage	60
24	Highfield Court	55
26	Penrose Court (Flats)	61
50	Penrose Court (Houses)	56
5	Reception & Hub	41
64	Reid Hall	42
39	Runnymede Halls 1 & 2	43
45	Tuke Hall	9
32	Wedderburn Hall	47
33	Williamson Hall	40
33	Woodlands	65
7	Woodlands Cottage	66

Non-accessible Buildings