



Joining Instructions TCR 2023

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For those arriving at London airports, we strongly recommend that you do not take the expensive black cabs, but call Windsor Cars <http://www.windsorcars.com/> (+44 1753 677677) or other Egham-based Taxi companies. Windsor Cars have a dedicated email for pre-booking journeys: 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. If required, the postcode for the campus is **TW20 0EX**. 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.

By Train

Egham is the nearest train station to Royal Holloway. 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). Train links to the rest of the rail network are available via the London stations or Reading. Please visit <http://ojp.nationalrail.co.uk/service/planjourney/search> for timetables and journey planning options. Train tickets can be bought from self-service machines in train stations or online via the above link. You can buy a ticket on the day or in advance.

Once you arrive at Egham Train Station, there are usually taxis waiting outside the station which can take you to the campus.

Alternatively, you could walk to Royal Holloway from Egham Train Station. The campus is a 20-minute walk from the station. The suggested route is via the footpath alongside the A30 main road: Turn right out of the station along Station Road and walk about 100 yards to the junction and traffic lights; turn left at the junction and follow the road around to the large roundabout with a petrol station on the left; walk up Egham Hill (A30) and follow the footpath; the Royal Holloway entrance is on the left just after the second footbridge.

By Car

Royal Holloway is on the A30, 19 miles (circa 30 km) from central London and about a mile south-west of the town of Egham. It is 2 miles (circa 3 km) from Junction 13 of the M25 (London Orbital motorway). After leaving the M25 take the A30 west, following the signposts to Bagshot and Camberley (this is the Egham by-pass). At the first roundabout, take the second exit; at the second roundabout, again take the second exit and continue on the A30 up Egham Hill. The Royal Holloway is on the left at the top of the hill.

The post code for digital maps and satellite navigation aids is **TW20 0EX**.

To help us continue to break down barriers and showcase our campus facilities and services, we have partnered with [AccessAble](#), who are highly experienced at helping organisations to measure and improve the accessibility of their physical spaces. They have helped to produce a comprehensive series of [access guides](#) and routes for our campus. This enables visitors to take a virtual tour of the accessibility of the Campus prior to a visit.

The Windsor Building

The Windsor Building circled in green on the map above, will be the conference 'hub', whilst individual tracks will take place at venues across our campus. Assistance from both the TCR Team and Royal Holloway Team will be available here.

Please note: Track Room allocations will be available at registration desk in Windsor Building.

Car Parking Arrangements

The [car parking campus plan](#) shows a variety of car parks on site.

Car Park 4 (circled in yellow on the map above) is the largest car park located close to Wedderburn Halls where the majority of TCR attendees will be staying.

TCR attendees will **not** need to register their vehicles in advance and therefore the car park signage requesting visitors to register their vehicles **does not apply**.

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 P12 near the tennis courts, or P14 or 14a on the north side of the A30, off Harvest Road, circled in grey on the map.

Please note: All parking must be legal, or Penalty Charge Notices will be issued. 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).

Accommodations Check-in

PLEASE NOTE: No vacancies exist for those who have not pre-booked accommodation.

Saturday 17th June arrivals:

Early check-in will be available from **08:00** at the Hub Reception until 20:00.

If you will be arriving later than 20:00, please email ConferenceCustomerServices@royalholloway.ac.uk or call +44 [0] 1784 443285, **before** your arrival date.

If your **arrival is later than 20:00**, 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 provides your key, please ensure you check in with conference services the following day to confirm your arrival (see next section for details). Our security team can be contacted on **+44 [0] 1784 443063**.

During the daytime on Saturday 17th June, Royal Holloway will be hosting an Open Day for new undergraduates. **Please note** that the campus is expected to be quite busy with a high number of visitors on site during the daytime. You are very welcome to walk around the campus and enjoy the buzz of the Open Day too!

Sunday 18th June arrivals:

Check-in will be available **from 08:00 – 20:00 at the Hub reception**.

Accommodation Check-out

It is important that all guests staying in campus accommodation **check out by 10:00 on their day of departure**. We kindly ask that all key cards are returned to the reception desks at The Hub or dropped into the key card deposit boxes in the reception areas.

Luggage storage will be available in the Windsor Building on Tuesday 20 June.

Please refer back to the Taxi contact details in the Arriving at Royal Holloway section for help arranging your return to local airports or transportation during the conference.

Conference Registration

Registration will take place in the foyer of the **Windsor Building** and will be open from **16:00 on Sunday 18th** and from **08:00 on Monday 19th and Tuesday 20th June**.

Delegates will receive a badge which allows access to the building, participation in the conference and meals/refreshments. Anyone without a badge will not be able to access the event. **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.

Pre-conference workshop registration will take place in the Moore Building foyer and will be open from 11:30 on Sunday 18th June.

Conference Meals

Breakfast

Breakfast will be available in the Founder's Building Dining Hall (circled in red on campus map above) for residential delegates:

Sunday 18th June: 08:00-08:30 am

Monday 19th June: 07:15-08:45 am

Tuesday 20th June: 08:00-09:30 am

Wednesday/Thursday 21st and 22nd June 08:00 – 08:45

Welcome Reception & BBQ – Sunday 18th June

A Welcome Reception will start in the South Quad of the Founder's Building on Sunday 18th June from **18.30**

The Welcome BBQ will be served in the South Quad of the Founder's Building on Sunday 18th June from **19:30**.

Please ensure you have informed Conference Management Services of any dietary requirements at least 5 days before you arrive if you have not already done so on the registration system. Most special diets can be accommodated if enough notice is given.

Conference Dinner – Monday 19th June

The Conference Dinner will take place offsite in nearby Windsor at:

The Castle Hotel
18 High St, Windsor
SL4 1ER
+44 1753 851577

Coach transfers will take TCR attendees directly from campus to the hotel and return to campus after dinner. See conference program for more detail.

Please note the hotel address and postcode if you are staying off campus and are planning to travel directly from your hotel to the conference dinner.

Additional Information

Lodging

TCR attendees taking advantage of on-campus accommodations will be lodging in Wedderburn Halls. The Wedderburn Halls 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 the refrigerators.

Rooms also include:

- A double bed and complete set of bed linen, including a pillow
- Basic toiletries, soap, shower gel, shampoo and towels
- En suite toilet, handbasin and shower.

Suites include:

- WiFi (code provided at check-in)
- Tea and coffee making facilities (fairtrade products), in the shared kitchen

Please note: The policy for changing bed linen and towels for conference guests is every 3rd day. However, should you wish to have your linen changed before this time, please speak to the housekeeping team via the Hub Reception desk.

Please remember to bring electrical adaptors with you if travelling from abroad and note that on campus rooms do not have shaver sockets or air conditioning in the UK.

In case of any issues prior to or during your stay, please call the Customer Services Team (between 08:00 – 20:00) on +44(0)1784 443 285.

Laundry

Cashless laundry facilities are available across the campus, operated by a top-up card which can be purchased at the Hub Reception.

Campus Shops, Cafés and ATMs/Cash Machine

The 'Union Shop' is located in the Davison building. Other shops can be found in nearby Egham and Englefield Green.

Café on the Square is open on Saturday and Sunday from 9am – 4pm, serving light snacks, sandwiches, hot and cold refreshments and on week-days from 9am – 6pm.

Please note: The shop and cafés on campus take card-payments only and the campus is cashless.

However should you need to make cash withdrawals, there are ATMs /Cash Machines at the Students Union Building. Other ATMs can be found in Egham and at the BP petrol station on the A30 towards Egham.

Medical Assistance

If you should become unwell or suffer an injury, there are several options. Medicines can be purchased in the Union Shop on Campus (located in the Davison building). The nearest Accident and Emergency department is at St Peter's Hospital in Chertsey. **In case of an emergency call 999 or 112** (emergency response service in the UK).

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.

If you discover a fire you must:

- Operate the nearest fire alarm
- Leave the building by the nearest exit
- Go to your nearest 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.

Weather

Typical temperature in June is 18 degrees Celsius or 64 degrees Fahrenheit, and can range from 11 degrees Celsius / 52 degrees Fahrenheit to 21 degrees Celsius / 71 degrees Fahrenheit.

Air Conditioning is in the Windsor, Moore and Shilling Building Auditoriums, but it is **not** available in the workshop/seminar rooms. If a heatwave is forecasted, which is not typical during June, we would recommend bringing a portable fan with you for your room.

We will also endeavour to prepare track rooms in the atypical event of a heatwave forecast

Sustainability

As a conference venue, Royal Holloway strives to ensure that every aspect of our operations complies with environmental regulations. We also recognise our responsibility to provide healthy and sustainable practices in all aspects of our food sourcing, production and service. As a university, we recognise that the world faces a climate emergency and our sustainability strategy is available [here](#).

Internet Access

You will receive a pre-configured Username and Wifi code with your room keycard or at the Conference registration desk. Join the CampusNet WiFi and it should bring up a prompt to the Captive Portal (if it does not then open a browser and navigate to a page such as <http://neverssl.com>)

Click on **Visiting the University**



Do not enter name or email but click **Already have an account? Sign In** at the bottom of the page.

A screenshot of the CampusNet Wi-Fi captive portal registration form. The background is a photograph of a university building. The text on the screen reads: "CampusNet Wi-Fi", "Please complete the form below to gain access to the network.", "Internet access is granted for 10 minutes to enable you to verify your email address.", "Your Name *", "Please enter your full name.", "Email Address *", "Please enter your email address. This will become your username to log into the network.", "Confirm:", "I accept the terms of use", "Register", "required field", "Already have an account? Sign In".

On the next screen enter the **Username** and **Password** supplied during accommodation check-in / registration and tick the box to accept the **terms of use** (It should be exactly as below image and not asking for a college account)

A screenshot of the CampusNet Wi-Fi captive portal login form. The background is a photograph of a university building. The text on the screen reads: "CampusNet Wi-Fi", "Please login to the network using your username and password.", "Username", "Password", "Terms:", "I accept the terms of use", "Log In", "Need an account? Click Here".

If you are having trouble accessing the Wifi, please speak to the Hub Reception.

Dress Code

Smart casual.

Prepare for warm and wet weather as it is changeable in the UK. Please refer to Weather section for temperature guidelines.

Assistance prior to the conference

For any conference queries relating to registration, accommodation, dietary needs please contact CMS@rhul.ac.uk.

Security contacts

If there is an emergency on campus, please call **Security** on +44 (0)1784 443 063 or +44 (0)1784 443888.

Spaces on campus post conference

For those tracks extending their stay on Wednesday 21st June, although we cannot book rooms for this purpose, we highlight below some common space areas to support your discussions.

Library: located in the Davison Building (opposite Windsor Building)



Moore Building: Atrium Booths



The Boilerhouse Café/Canopy (Indoor and Outdoor Space)

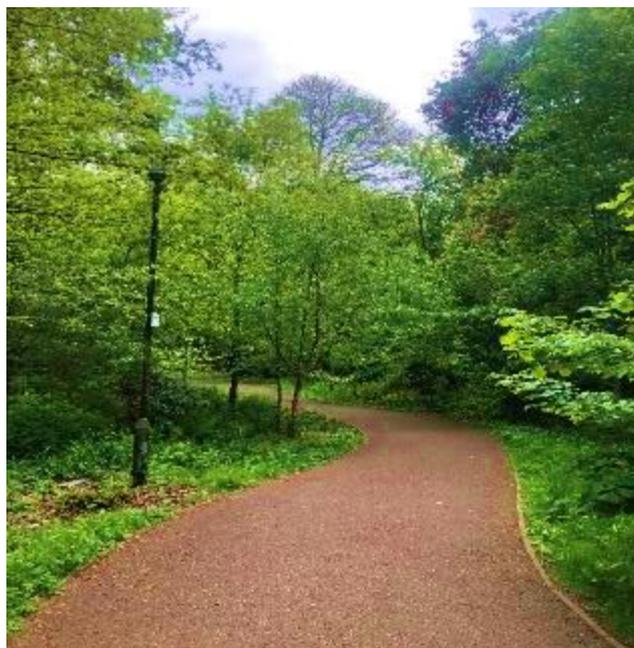


Wellbeing at TCR



Green Space and Self-Guided Campus Walks

<https://intranet.royalholloway.ac.uk/staff/campus-life/campus-walks/campus-walks.aspx>



The Tree Walk is a low intensity walk (ten minutes) and is good for those in need of a short break in their day. Download [the route map here](#) and start the week with a gentle stroll amidst the trees.

The Meadow Walk: is a medium intensity walk (15 minutes) that includes areas of incline and paths that may be uneven and need extra care when wet. Download [the route map here](#) and see how many species of trees you can identify in our meadow. Why not have lunch seated at the Callum Griffiths memorial bench located near the steps by southwest corner of Founder's building?

A higher intensity walk: (30 minutes) a longer route that explores areas of campus which are not marked out on the main paths. Download [the route map](#) and discover the hidden beauty of our campus.

The Arboretum: originally known as the London University Botanical Gardens, has 'one of the finest post-1950 tree-plantings in the British Isles' (Alan Mitchell, internationally distinguished arboriculturalist, 1989) and includes many trees rare in the British Isles. Visit the 3.5 acre [arboretum](#)

Quiet Space

Royal Holloway Chapel (1886)



The Chapel at Royal Holloway, University of London is one of the highlights of the magnificent Founder's Building. As you look at the monumental clock tower front from the main gates, the Chapel forms the left-hand wing of the Founder's Building front under the clock tower while the right-hand wing contains the Picture Gallery.

The Chapel is open every day from **9am until 8pm**. You are welcome to come in and sit, look around, or stop for contemplation. For more information:

<https://www.royalholloway.ac.uk/student-life/our-campus/explore-the-campus/places-of-interest/the-chapel/>

<https://www.royalholloway.ac.uk/media/11644/7883-chapel-guide-a5-web.pdf>

Mindfulness

Please contact Shalini or Steve to meet up informally for a mindful moment. Check out their amazing work on Instagram:

Shalini Bahl

Email: shalinimilne@gmail.com

Instagram: [@shalinibahl](https://www.instagram.com/shalinibahl)

Steve Chan

Email: steve@fomotojomo.org

Instagram: [@fromfomotojomo](https://www.instagram.com/fromfomotojomo)

We hope that you will enjoy your time at TCR2023 – if you are staying longer see next page for some suggestions!

Exploring London and local areas

For attendees planning to explore central London and/or the surrounding areas located near Royal Holloway, please find some useful links:

<https://www.visitlondon.com/>

<https://www.windsor.gov.uk/>

<https://www.windsorgreatpark.co.uk/>

<https://visitsurrey.com/things-to-do/runnymede-and-ankerwycke-national-trust-p1104921>