

## **FAQ's for the 2011 Annual Meeting Accommodation (The Edge)**

Where Can I Park?

*Sheffield has an excellent public transport system however free parking is available at The Edge (Endcliffe Village) for conference delegates. Spaces are not guaranteed and will be on a first-come-first-served basis. A permit is required and can be downloaded from the BES website. The Octagon Centre has a space reserved for disabled badge holders, please contact the BES office if you require the use of this space.*

What do I have in my room?

*The accommodation is student halls of residence. All rooms are single bed with bathroom facilities. Basic toiletries, towels and tea/coffee making facilities are provided. There are disabled access rooms available, please contact the BES if you have any access requirements.*

If I am arriving late at night, can I still get into my room?

*Yes, the reception desk at The Edge is manned until 22:00. After 22:00, security will be on site to help you check into your room. If possible, please notify the BES office in advance if you are expecting to arrive after 22:00.*

Is there any childcare at the meeting?

*Unfortunately there are no childcare facilities at the meeting or at the accommodation.*

What is the check in time for the accommodation?

*14:00*

What is the check out time?

*10:00*

Is there any wireless internet available at the accommodation?

*WIFI is available at The Edge and there is an Ethernet cable provided in the rooms. To access the WIFI, please request a network key from reception or the registration desk.*

Are there any kitchen facilities in the accommodation?

*Yes, the rooms are divided into flats. Each flat has a kitchen area with fridge, freezer and microwave however there is no cutlery/ plates/pans or cups provided. An iron & ironing board are available.*

What facilities are available to delegates within the accommodation?

*There is a coin operated launderette and a sports centre nearby (available for a small fee).*

What access requirements are there within the accommodation and the Octagon Centre?

*There are lifts and ramps within the accommodation and at the Octagon Centre.*

Is there anywhere I can leave my luggage?

*Yes, there is a room available in the Octagon Centre on the first morning and the last day of the meeting. Student helpers will run the cloakroom throughout the Monday and Wednesday.*

Is there alternative accommodation nearby?

*Yes, there are a number of hotels nearby. A few suggestions are the Rutland Hotel (closest), Leopold, Novotel & Premier Inn which are all in the city centre.*

## **Registration and the Octagon Centre**

When and where can I register?

*You can register on the first night (Sunday) at The Edge. For the rest of the meeting the registration will take place in the foyer of the Octagon Centre. BES Staff will be on hand to help in any way they can.*

Is there WIFI in the Octagon Centre?

*Yes, WIFI is available throughout the Octagon Centre. Please request a network key from the registration desk.*

Where can I upload my presentation?

*There will be a dedicated room for presentation upload within the Octagon Centre with student helpers on hand to help. There will be signs to the upload room within the centre or please ask at the registration desk.*

## **Meals**

Where is breakfast served, at what times and what is there available?

*Breakfast is served at The Edge dining room on Mon-Wed between 06:30- 08:30. Breakfast is a variety of cooked and continental food.*

Where is lunch served, and what is there available?

*Lunch will be bagged and include a sandwich, soft drink, crisps and fruit and will be served from the Octagon Centre.*

Where is dinner served and what is available?

*Dinner will be a buffet style meal served in the Dining Room at The Edge on Sunday, Monday and Tuesday evening.*

How are my dietary requirements dealt with?

*If you have not already done so, please notify the BES of any specific dietary requirements and meals will be set aside for those individuals.*

## **General**

Is there a bus/tram stop outside the University?

*Yes, there is a tram stop outside the University campus (blue line) and a bus (no. 40). Please see the travel information for more details.*

Is there a bar on campus?

*Yes, there is a bar at The Edge.*

How close is the University campus to the city centre?

*The University campus is in the city centre. From the train station it is about a 30 minute walk to the Octagon Centre.*