

9th Biennial European Association for the Teaching of Academic Writing

Monday 19th to Wednesday 21st June 2017

Delegate information and joining instructions

This document provides details on travelling to the Royal Holloway campus, finding your accommodation and registering for the conference on the first day. You can download a [campus plan](#) to help find your way around once on campus. You may wish to view the EATAW website (<http://eataw2017.org>) under *Practicalities > Travel* for extended travel information.

1. Arriving at Royal Holloway

- **By air**

For those arriving at London airports, we strongly recommend that you do not take the expensive black cabs, but call either Windsor Cars <http://www.windsorcars.com/> (+44 1753 677677) or Gemini Cars <http://www.gemicars.co.uk/> (01784 471111). 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. Please ensure that your taxi driver is clear that your destination is Royal Holloway University in Egham, west of London, **NOT** Holloway Road in North London.

- **Taxi from Heathrow**

If called on arrival, the cash price from London Heathrow (any terminal) is approximately £21.00. The driver will meet you at a given location within arrivals. The collection point at Terminals 1-4 is at W H Smith in arrivals. At Terminal 5, the collection point is at Costa Coffee. The collection point will be confirmed when you call. Please note payment by credit card will incur a charge.

If pre-booked, the cash price from London Heathrow (any terminal) is approximately £26.00. The driver will meet you in arrivals with a named sign. Please note payment by credit card will incur a charge.

- **Taxi from Gatwick**

A taxi from Gatwick usually costs £63.00 and must be pre-booked. 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 bus service from London Heathrow Terminal 5 to Royal Holloway. The number 8 bus leaves from outside Terminal 5 (**not** from the Central Bus Station). If you arrive at another terminal, follow flight connection signs for "Internal airport transfer to T5".

From the Central Bus Station, the number 441 bus also stops outside Royal Holloway's main entrance but it takes a less direct route and the journey is therefore longer. The timetable for bus route 441 can be found by following this link <http://www.surreycc.gov.uk/roads-and-transport/buses-and-trains/bus-timetables/>. Click on Staines, Chertsey and Walton timetables. For bus route 8, the timetable can be found here: https://bustimes.org.uk/services/set_1-8-B-yo8.



• By train

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). 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.

<http://www.southwesttrains.co.uk/plan-your-journey.aspx>

• 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 by-pass). 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. The SAT NAV post code is TW20 0EX.

Car parking arrangements

Free parking is available on campus. The car parks are indicated on the [campus plan](#). Please ensure you have provided the following information to sales-office@royalholloway.ac.uk on, or prior, to arrival so that you can be added to the Visitor Database for the duration of your stay:

- car registration number, make, model and colour;
- arrival and departure dates and times.

The campus plan shows a variety of car parks on site. For Butler, Founders and Reid Hall use **P5, P7, 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.

Please note all parking must be legal, or a penalty charge notice (PCN) will be issued for any vehicles parked in contravention of the College's parking regulations.

Directions on campus

Please use the campus plan available in the conference app or [downloadable here](#) to find your way around campus. There will be some conference signage but this will be minimal in compliance with College policy.

The campus plan will help locate your accommodation block and conference venue before arrival.

Mobility issues

Please ensure that any mobility issues which were not given during the online registration process, have been forwarded to the conference organisers (email: cms@royalholloway.ac.uk) at least 5 working days before arrival. Accessibility information is available on the [EATAW website](#) under *Practicalities > At the conference*.

2. Accommodation

Your accommodation includes breakfast, with breakfast being served in **Founder's Dining Hall**. The 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 microwaves and refrigerators.

Rooms also include:

- Full bed linen
- Basic toiletries and towels
- WiFi
- Tea and coffee making facilities are available in the shared kitchen (Fairtrade products)
- Reid and Butler Halls are en-suite with a toilet, hand basin and shower.

Please remember to bring electrical adaptors with you if travelling from abroad.

If you have booked Bed & Breakfast independently of the conference for dates outside of the conference inclusive dates, you will have received confirmation and check-in details already.

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

• Check-in

Location

- For Butler Hall (**Premium En-Suite Accommodation**) and Reid Hall (**Single En-Suite Accommodation**), check in will be at The Hub reception to receive directions and room key.
- For Founders Hall (**Standard Accommodation**), check in will be at The Founders West reception to receive directions and room key.

The Hub Customer Services team can be contacted on +44 [0]1784 443285 between 07:00 and 22:00 if required.

Time

- Sunday 18th June – Regular check-in is from 16.00, with early check-in available from 08.00 on request. If you arrive between 14.00 and 16.00, when conference registration for early arrivals is open (see below), it is best to check in to your accommodation first and then proceed to the Windsor Building to register.
- Monday 19th June – Check-in is available from 16.00. Luggage can be stored in the main conference building (Windsor Building) if you arrive before 16.00 on Monday 19th June.

If you will be arriving before 16.00 on Sunday or after 22.00 on any day, please email your arrival time newhalls@royalholloway.ac.uk or call +44 [0] 1784 443285, **before** your arrival date.

If your arrival is later than 22.00, our security staff at The Hub reception will be able to issue your key and give directions to your Reid or Butler room. Our security staff in the Founder's Building East entrance will be able to issue your key to your Founder's (standard) room. If a member of the security team has provided the key, please ensure you check in with The Hub or Founder's reception the following day to confirm your arrival. Our security team can be contacted on +44 [0] 1784 443063.

• Check-out

It is important that all residential delegates check out by 10.00 on the day of departure. Limited luggage storage is available at The Hub Reception.

Taxis for departure can be ordered through the Conference Assistants up to Wednesday 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. As well, a return shuttle bus will run from Royal Holloway to Heathrow Airport on Wednesday afternoon. This must be booked upon arrival at the main registration desk in Windsor at a cost of £5. More information is available on the [EATAW website](#) under *Practicalities > Travel > By bus*.

3. Conference registration

Registration will take place in the foyer of the Windsor Building (see campus plan) and will be open at the following times:

- Sunday 18th June from 14.00 to 16.00
- Monday 19th June from 08.00
- Tuesday 20th June from 08.30
- Wednesday 21st June from 08.30

Participants will register in alphabetical queues by surname. Delegates will receive a full conference pack and a badge which allows access to the building, participation in sessions and refreshments. Please wear your conference badge at all times. Anyone without a badge will not be able to access conference services and sessions. Any queries about the conference and our facilities can be answered at registration.

4. Meals

Conference fees include refreshments and lunches during the conference from Monday 19th to Wednesday 21st June 2017.

• Breakfast

Breakfast for delegates staying on campus is served in Founder's Dining Hall between 07.00 and 09.00.

• Ticketed Events

Vouchers will be provided for those that have pre-paid for:

- Pre Conference Dinner in the Founders Dining Hall from 19.00 to 21.00 – Sunday 18th June
- Garden Party in the Founder's Building South Quad from 19.00 to 23.00 – Monday 19th June
- Dinner in the Founders Dining Hall from 19.00 to 21.00 – Tuesday 20th June
- Post Conference Dinner in the Founders Dining Hall from 19.00 to 21.00 – Wednesday 21st June

• Dietary requirements

Please ensure that any dietary requirements which were not given during the online registration process, have been forwarded to the conference organisers (email: cms@royalholloway.ac.uk) at least 5 working days before arrival. Most diets can be catered for if advised in advance.

5. Internet access

Free WiFi access to 'CampusNet', our high speed wireless internet service, is available across the entire campus. Each conference is issued with a unique guest username and password which will allow you to register on the WiFi network and provide you with access for the duration of your stay. Although access is available across the campus, we do advise that speakers bring any essential documents or media with them in a hard or digital copy.

Wi-Fi is available in buildings across campus. To connect, open an internet browser and follow the steps below:

- Select CampusNet Wi-Fi network
- Two options - click on 'Guest User' option
- Terms of Use - confirm your acceptance
- Enter the User ID and Password (case sensitive) below:
 - o User ID: EATAW
 - o Password: EATAW2017
- After a 60 second count down, you are asked to close down and re-open the browser: you will then be connected.

You will only have to complete this process once as the code covers the duration of your stay/event.

The same username and password will be required if accessing the internet in the bedrooms. Details are provided on the reverse of your key envelope.

6. ATMs

These are located outside the Windsor Building and next to the Students' Union Building. The nearest banks are located in Egham town centre.

7. Assistance

After hours and emergency contacts are as follows.

For queries on:	Contact:	Contact details:
Emergency services (fire, police, ambulance)	Security team	444 from a campus landline or +44(0)1784 443888
Academic conference content (after hours)	Member of the organising committee	eataw2017@rhul.ac.uk or +44 (0)7721 128540
Queries about your registration or options booked	Matthew Woodham	cms@rhul.ac.uk or +44 (0)1784 414269
Accommodations or facilities	Customer services	+44 (0)1784 443285