

5th insolvency Symposium 2024

Thursday 25th April – Saturday 27th April 2024

Arriving at Royal Holloway

Maps

A campus plan is available at [campusplan.pdf \(royalholloway.ac.uk\)](https://www.royalholloway.ac.uk/campusplan.pdf).



A [local area map](#) (showing campus and Egham Station) might also be useful to you.

By air

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. 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 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. There are usually taxis waiting outside the station which can take you to the campus. Alternatively, you could walk to Royal Holloway in 15-20 mins; see below.

By Foot from Egham Station

The campus is a 20-minute walk from Egham Station. The easy route, via the A30: 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.

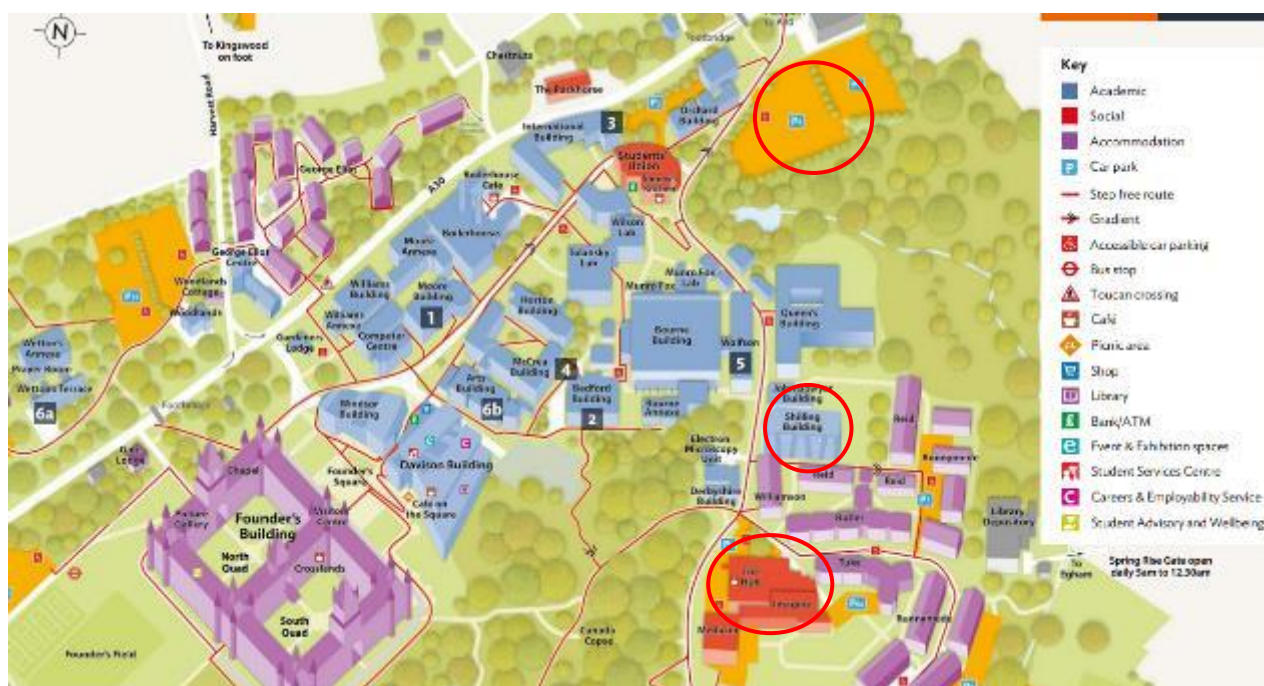
By Car

Royal Holloway is on the A30, 19 miles 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, 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 College is on the left at the top of the hill.

The SAT NAV post code is TW20 0EX.

Car Parking Arrangements

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



Car Park 4 is the largest car park located closest to The Shilling Building, Hub Reception and accommodation blocks (for those staying on campus). There is additional parking around the accommodation blocks, however, spaces are limited.

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**.

As car parking spaces are free of charge, they cannot be booked and are allocated on a first come, first served basis. 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). Please note: All parking must be legal, or clamping will take place and Penalty Charge Notices will be issued.

Internet Access

You will receive a pre-configured Username and Wifi code with your room keycard or at registration.

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 registration form. The background shows 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", and "Already have an account? Sign In".

On the next screen enter the **Username** and **Password** supplied 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 login form. The background shows 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", and "Need an account? Click Here".

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

Catering Arrangements

Breakfast is for residential delegates only – vouchers will be provided at check in for Café on the Square for 24th, 28th & 29th April. On 25th, 26th & 27th April breakfast will be served in the HUB dining hall from 07.45 – 08.15 each day.

A buffet lunch and refreshments will be served each day in the Shilling Building

Dinner – a banquet dinner will be served in the Picture Gallery on Thursday evening. Drinks will be served from 5.45pm.

Please ensure you have informed the organiser of any dietary requirements at least 5 days before you arrive. Most special diets can be accommodated if enough notice is given.

Accommodation Check-in

Residential delegates should check in at the HUB Reception – check-in opens from 16.00 on the day of your arrival.

If you will be arriving late at night, please email ConferenceCustomerServices@royalholloway.ac.uk or call +44 [0] 1784 443285, before your arrival date.

The Hub Reception opening hours are:

Monday – Friday 08:00 – 20:00

Saturday, Sunday and Bank Holiday 09:00 – 17:00

If your arrival is out of Hub Reception opening times, our security staff can be contacted using the red phone at Reception and will be able to issue your key and give directions to your bedroom. If a member of the security team has provided the key, please ensure you check in with The Hub reception the following day to confirm your arrival.

Our security team can be contacted on +44 [0] 1784 443063.

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

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 the 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)
- En suite toilet, handbasin and shower.

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.

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.

Laundry

Cashless laundry facilities are available across the campus. There is a laundrette situated next to Imagine, downstairs from the HUB Reception and on the West Side of Founders building. You can pay using debit or credit card or Google or Apple Pay.

Medical Assistance

If you should become unwell or suffer an injury, there are several options. The nearest Accident and Emergency department is at St Peter's Hospital in Chertsey. Medicines can also be purchased in the Union Shop on Campus.

Shops, Cafés and ATMs

The 'Union Shop' is located in the Davison building. Other shops can be found in nearby Egham and Englefield Green. Opening Hours 08.00 – 18.00 on Monday – Saturday and 8.00-18.00 on Sunday.

Café on the Square is open on on week-days from 8am – 5pm and on Saturday and Sunday from 8am – 4pm, serving light snacks, sandwiches, hot and cold refreshments.

There are ATMs at the Students Union Building. Other ATMs can be found in Egham and at the BP petrol station on the A30 towards Egham. The shop and café's on campus take card-payments only and the campus is cashless.

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 designated 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.

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](#).

Contacts

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

Exploring London and local areas

Some links to things to do in London (or a central website) and local area (Windsor, Runnymede, etc)

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

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

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

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

We hope that you will enjoy your time at Royal Holloway