

## Higher Education Network annual meeting 15<sup>th</sup> January 2014

Dear Conference Delegate,

We are delighted that you have registered for the forthcoming HEN annual meeting and very much look forward to welcoming you all to the event which is being held at The Sustainability Hub, Keele University on Wednesday 15<sup>th</sup> January 2014.

### Arrival and parking

There is a map of the campus below, which shows the venue for the meeting: The Keele Sustainability Hub (Building 40 – L7) by the main entrance to campus. Delegates arriving by car are advised to park in Pay and Display car parks E2 or D and then walk up back up the hill to the Hub (Car Parks A2 & A1 have only short term parking). However, limited free parking may be found adjacent to the Hub (straight on at the first roundabout on campus) or, unofficially, on the roads of development area adjacent to the Hub (turn left through the gates at the roundabout if they are open).

Buses from Stoke Railway Station (First Bus 25/X25) run every 10 minutes to Keele University (journey time 30-40 minutes) from the stop opposite the station entrance to the first bus stop on campus between IC2 and MedIC3 (K7). From Crewe Railway Station (“D&G” buses service 85 to Hanley) leave from the bus stop near the roundabout to the right of the station entrance, across the road, at least once an hour (13 minutes past), and travel through the campus (journey time about 40 minutes).

Further maps of the surrounding area and directions can be found at the following link:

[http://www.keele.ac.uk/media/keeleuniversity/group/kudis/campusmapandguide/Keele\\_campus\\_guide\\_colour.pdf](http://www.keele.ac.uk/media/keeleuniversity/group/kudis/campusmapandguide/Keele_campus_guide_colour.pdf)

Drivers should use the postcode ST5 5BG for satellite navigation.

### Registration

On your arrival, please make your way to the Sustainability Hub (see map below), where registration will commence in the main reception area from 10:00 on the 15<sup>th</sup> January.

### Conference Programme

Once registered, you will receive a conference booklet with full details of the conference sessions and abstracts. The conference programme will be available to download from the HEN website

<http://www.geolsoc.org.uk/gsl/groups/hen>.

### Sessions

There is no need to pre-register for any of the sessions.

### Posters

If you submitted a poster for display, details of where to display posters will be available on registration. There will be a poster display session during lunch and posters will continue to be displayed throughout the conference.

If any authors would like to display a poster during the conference, please let us know by **noon on Tuesday 14<sup>th</sup> January** so we can allocate a poster board to you.

### Networking opportunities and IT

The Eduroam wireless network service will be available for academic delegates. Delegates may request guest access to the wireless network on campus in advance – please contact the conference team (details below).

### Session etiquette and electronic equipment

We ask that all delegates ensure that any personal electronic equipment is used with respect for session presenters and fellow delegates; we suggest turning off mobile phones, and using electronic equipment in silent mode.

### Refreshments

#### Meeting refreshments

Conference registration includes tea and coffee on arrival and throughout the day, as well as lunch.

#### Accommodation, restaurants

Delegates are responsible for booking their own accommodation if required. Information regarding local hotels is available at the following site:

<http://www.hotels.uk.com/attractions-uk/The+Keele+University.htm>.

If you have any queries prior to the conference please do not hesitate to contact Tom Argles ([t.w.argles@open.ac.uk](mailto:t.w.argles@open.ac.uk)) or Ian Stimpson ([i.g.stimpson@keele.ac.uk](mailto:i.g.stimpson@keele.ac.uk)), or call (01782) 733182.

We look forward to seeing you all at the conference.

Best wishes

**HEN 2014 Conference Team**

# Keele Campus Map

