



*the* River Restoration Centre  
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*the* **River Restoration Centre 10<sup>th</sup> Annual Network Conference**  
**Wed 1st – Fri 3rd April 2009**  
**Nottingham University, Jubilee campus, Wollaton Road,**  
**NOTTINGHAM, NG8 1BB Tel: +44 (0) 115 984 66377**

**IMPORTANT NOTICE – FOR THE SITE VISITS WARM CLOTHING, STURDY FOOTWEAR (as a long distance will be covered) AND WATERPROOFS ARE ADVISABLE.**

#### **Delegate Information**

Please find below notes for delegates attending the forthcoming RRC 10<sup>th</sup> Annual Network Conference on Wed 1st – 2nd April 2009 and Site Visit on Fri 3rd April 2009, Nottingham University, Jubilee Campus, Nottingham.

#### **Getting There**

##### **Jubilee campus map & Location**

<http://www.nottingham.ac.uk/about/campuses/maps.php>

Other useful links and contact numbers.

<http://www.eastmidlandsairport.com/emaweb.nsf/Content/ToAndFromAirport>

#### **Contacting RRC**

RRC staff will be available on the usual office number on Monday 30<sup>th</sup> March. We shall then all be travelling to the conference venue on the afternoon of Tuesday 31<sup>st</sup> March. Effectively the RRC office will be CLOSED until Monday afternoon on the 6<sup>th</sup> April.

If you need to contact us after Tuesday lunch time please call 07851 422110. This number will be available throughout the conference should you need to speak to us.

## On Arrival – Newark Hall of Residence

### Car Parking

#### **Residential Delegates**

Residential delegates will be issued a Residential Car Parking Permit upon check in at the Newark Hall or at the conference registration, to be collected from Joanne/Ian at the main registration desk in the Exchange Foyer. Please make sure your permit clearly displays your registration number and the name of the conference “River Restoration Conference”. You may park your car in the car park at the front of Newark Hall. If this car park is full there are other parking spaces, however please **do not** park in parking bays marked with a “V” for visitors or in any disabled bays.

#### **Day Delegates**

Day delegates can also collect a parking permit at the conference registration desk in the Exchange Foyer on the day of arrival; for parking instructions please see above information for residential delegates.

### Residential Delegates

#### **Check In**

On the day of your arrival you may check in from 3pm onwards. The reception at Newark Hall will be available for key collection until midnight. After midnight please dial the number displayed at the entrance to Newark Hall (13013) and someone will let you in.

For arrivals on the day of the conference you will need to make your way to the Exchange Foyer for conference registration. For anyone needing to off-load their luggage prior to check in time (3pm) we have arranged for a room in Newark Hall to store your luggage.

There is a notice board at the entrance to the Newark Hall which displays some important telephone numbers and other information, please take some time to view this notice board as you check in. Should you wish to access the internet please bring your own data cable and of course your laptop.

**Departures** – delegates are requested to vacate their rooms **no later than 10am** and return their keys to reception. If keys are not returned to reception, RRC will not be responsible for any costs incurred for late key returns. Luggage may be left in the baggage room provided if you are coming on the site visits on Friday.

### Accommodation Facilities

All of the bedrooms are well equipped and accommodation comprises of;

- En-Suite bedrooms with their own private toilet/shower, with tea/coffee making facilities.
- All areas have access to Laundry Facilities.
- Kitchen area with use of a microwave.

## Conference Registration

Registration for both residential and day delegates on Wed 1st April will be from 09:00am until 10.20am at the Exchange Foyer. Coffee will be served during this time in the Exchange Foyer but **please ensure you register first.** Please also bear in mind that there will be 200+ people registering on Wednesday morning. For day delegates on Thurs 2nd April, registration will be available from 8.30am until 8.50am.

**Delegate packs** will be handed out at registration, including Final Programme, Speaker and Poster Summaries, Delegate List, parking permits & information on Thursday's site visit.

## **Speakers / Session Chairs**

After speakers and session chairs have registered please ensure that you ***Speak to Jenny Mant or Abi Pryce***. Please sit near the front of the conference room so that you can take your place at the top table for your session.

## **Trade Stands / Poster Presentations**

After you have registered please speak to Gareth Codd, who will help you find a space in the Exchange Foyer where you can erect your stand or place posters for viewing. If you require floor space please let Gareth know in advance. ***We recommend arriving early to set up your place.***

## **Breakfast Times & Location**

Breakfast will be served in the Atrium from 07.30am to 09.00am. A buffet of Continental and full English breakfast will be available.

## **Evening Meal on Wednesday 1st April**

If you have booked a place on the evening meal (inclusive for 2 day residential delegates) you have the opportunity to use the Newark Bar which will be open from 6.00pm until 1.00am. Please make your way to the Atrium at 7.30pm for dinner to be served at 8.00pm. There will be a waitress service for wine & beverages to accompany your meal.

## **Thursday 2<sup>nd</sup> April Pre-booked site visit to Day Brook, Nottingham**

The coach will leave at 10.40am on Thursday 2<sup>nd</sup> for this Site Visit. It is essential that you wear Wellington boots and suitable outdoor clothing (waterproofs if necessary). The coach will arrive back at 12.30pm in time for lunch.

## **Friday 3<sup>rd</sup> April Site Visits to Sence Valley Forest Park & Attenborough Nature Reserve**

Those attending the site visits should make sure they return to the main auditorium for 4.15pm on Thursday. Site visit introductions and arrangements will be given.

The coaches will leave at 9.00am on Friday 3<sup>rd</sup> for the Site Visits. Further instructions regarding assembly point will be given at Thursday's meeting. A packed lunch will be provided. It is essential that you wear Sturdy footwear and suitable outdoor clothing (waterproofs if necessary). Please note the obvious – these visits are outdoors, if it rains you will get wet and muddy, we do not want to have to curtail everyone else's visit because you only wore a t-shirt and sandals and you feel a bit chilly!

Coaches will return to the University Campus by approximately 4.00pm.

### **Extra facilities**

There is a fitness room across the road from the Jubilee campus which you can use, also at the main campus there is a pool, squash courts and astro turf (should you want to play football). Should you wish to use these facilities, do remember to bring some kit with you.

If you require any further information, please contact the centre. We look forward to seeing you all there.

Best wishes,

**This year's conference is sponsored by:**

