



1st National Amateur Observers Symposium 4th to 5th September 2010

Directions

The University of Reading is in a prime location in the South-East of England and has excellent transport links. Directions are attached.

Conference Registration

Registration with tea and coffee on Saturday 4th September 2010 will be from 10.30 am – 11.00 hrs in room G.05 of the Palmer Building, University of Reading (marked as Number 26 on the attached map).

Conference Registration outside that time will also be at the Royal Meteorological Society (RMetS) Desk situated in G.05 of the Palmer Building. The RMetS Desk will be staffed Saturday and Sunday 08.30 – 16.30 hrs.

On registration you will be given your name badge and a programme, These will be on a lanyard please wear this at all times on the University site to ensure you can gain access to the conference facilities.

Accommodation Registration

The University of Reading Hall Staff will issue keys to residential delegates in G.05 of the Palmer Building from 10.30 – 11.00 hrs on Saturday 4 September 2010. Delegates will not be able to gain access to their rooms until after 14.00 hrs.

Delegates arriving outside this time will need to collect their keys from Park Group Reception (located on the Ground Floor of Windsor Hall which is shown on the attached map). This reception is manned daily from 08.30 – 23.00.

For those delegates who have been assigned rooms in Black Horse House (BHH) (they have been notified separately) the reception is open at BHH weekdays from 08.00 until 18.00 hrs. Outside those times security at BHH will supervise access (there is a buzzer on the door which goes straight through to security). For delegates arriving out of hours, their assigned room keys and welcome information will be found inside BHH once security has given them access.

If you plan to arrive outside the above mentioned times or have any questions please email sue.brown@rmets.org or call on 0118 9568500

Accommodation Check-Out Information

Check out from all accommodation is before 09.00 hrs daily. Please hand your keys to RMetS Reception in G.05 on Sunday 5 September before 0930 hrs. Alternatively after this time please take them to Park Group Reception (located on the Ground Floor of Windsor Hall which is shown on the attached map).

Car Parking

Car Parking is available in Car Park 2 on the Whiteknights Campus and car parking permits are not required for Saturday or Sunday. If you require car parking on Friday please email Sue.brown@rmets.org or call Sue Brown on 0118 9568500 with your car registration number so that we can issue a car park permit.

Meals

Breakfast Saturday 4 September – Sunday 5 September 2010 for all those who have pre-booked accommodation breakfast will be served in the Cedar Room 07.30 - 09.00 hrs.

Lunch Saturday 4 September and Sunday 5 September, for all registered conference delegates will be served in G.05 of the Palmer Building 12.30 – 13.30 hrs.

Dinner Saturday 4 September 2010 is the Conference Dinner and will be served in the Cedar Room at 1900 hrs for conference delegates.

Coffee/Tea breaks

Tea and coffee will be served in G.05 on Saturday and Sunday.

Disabled Access

Palmer Lecture Theatre 1.09 – There is a lift to the first floor and wheelchair access into the Theatre.

Palmer Foyer – There are automated doors to the main front entrance.

Palmer rooms G.01 – G. 05 these rooms are on the ground floor of the Palmer Building

IT

Wireless internet is available at the University of Reading and can be purchased from the RMetS Registration Desk upon arrival at a cost of £2.50.

Contact Information

During the conference the RMetS Desk will be manned daily from 8.30 – 16.30 hrs.

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