Essential Information

The OR Society OR53 Conference 6 – 8 September 2011
East Midlands Conference Centre (EMCC), The University of Nottingham, University Park
Campus, Nottingham NG7 2RJ

Web address for The OR Society conference pages -  www.theorsociety.com/OR53
Main Tel +44 (0)121 233 9300
Web address for the EMCC conference site -  http://www.nottinghamconferences.co.uk/emcc/
Main Tel +44 (0)115 846 8000

Travel Details
- Full travel details by road, rail, bus and air and a site map of Nottingham University Park
  Campus are attached.
- For satellite navigation users the postcode for EMCC is NG7 2RJ.

Car Parking
- Free car parking is available opposite the EMCC and very close-by in Beeston Lane.

Accommodation
- All bedrooms are located in the Cavendish Halls of Residence, 5 minutes walk from EMCC.
- The official check in time is 3.00pm although if bedrooms are available before that then
  guests will be offered their room keys.
- Check out time on the day of departure is 10.00am and a luggage store will be provided
  in the hall of residence should guests arrive before the bedroom is available for check in, or
  when they leave their room on the day of departure until they leave campus.

  Room keys are available from the main reception area of Cavendish Hall which is open from
  Tuesday to Thursday from 08:00 – 16:00. Tel: Cavendish Hall reception: 0115 9514342.
  There will be a porter on duty from 16:00 until midnight on Tel: 07717 660631.
  If no-one is at Cavendish Hall to help you when you arrive, please call 14342 from the
  freephone in the reception area.
  Delegates arriving after midnight should ring University Security on 0115 951 3013.

  All rooms have:-
  - Tea and coffee making facilities in each bedroom.
  - Towels and basic toiletries in each bedroom.
  - A small refrigerator in each bedroom.
  - Ironing facilities are located in the pantries on each floor.
  - Hairdryers are not provided in the bedrooms.

  Internet access (free). Please bring internet cables with you if you can, just in case.
  Internet access is available in the bedrooms; however it is wired access (a data cable is in
  each of the bedrooms for guests to use).
  There is wireless access in the meeting rooms and also in the quiet rooms on the corridors of
  the Cavendish Halls of residence, which guests are more than welcome to use.

  Presenters should bring a laptop with them as it is very expensive to hire one.

  You are advised to bring some cash for drinks and other sundry items as individual room
  accounts cannot be set up.

Meals
- For residential delegates and those who have booked meals as a separate option.
  Monday evening dinner and breakfast on Tuesday, Wednesday and Thursday,
will be in the Cavendish Hall Dining Room. This is situated inside the Cavendish Halls of Residence, just a short walk from the EMCC.

Dinner on Monday will be served from 18:30 – 20:30
Breakfast each day will be served from 07:00 – 09:00

A cash bar will be open in the Cavendish Halls bar on Monday from 19:30 – 23:00.

**Tuesday evening dinner, Wednesday evening banquet and all lunches, will be in the Banqueting Suite which is situated inside the EMCC.**

**Tuesday 6 Sept**
Lunch  12:30 – 13:30
Evening Meal  18:30 – 20:30
A cash bar will be open in the EMCC 19:30 – Midnight

**Wednesday 7 Sept**
Lunch  12:30 – 13:30
Evening Banquet 19:00 – 21:00
A cash bar will be open in the EMCC (see Socials section)

**Thursday 8 Sept**
Lunch  13:00 – 14:00

Badges will be required to gain access to both restaurants at all times.

**Conference Registration**
Registration will take place in the Foyer just inside the EMCC building from:

- Tue 6 Sept  08:30 onwards
- Wed 7 Sept  08:00 onwards
- Thu 8 Sept  08:30 onwards

**Visual Aids**
**Presenters should bring a laptop with them as it is very expensive to hire one.**
Equipment in each presentation room will include Data Projector; Projector Screen; White Board; Smart Board; DVD player if required (please advise if this is needed!)
Presenters are encouraged to bring their material on a USB stick or CD/DVD.

**Messages/Announcements**
All timetable announcements as well as messages for delegates will be displayed on two notice boards in the foyer of the EMCC. Please make sure that you check regularly for any new information.

**Socials**
**Tuesday evening will see our traditional Bar Quiz in the EMCC bar 21:00 – 23:30**
With the help of our esteemed compere Martin Keys and his intrepid helper Amanda Tucker!

Also on Tuesday evening, the Making and Impact team are planning a new social event as an alternative to the quiz: **Soapbox!**, where all-comers will have one minute to present their projects or ideas - bees-in-bonnets, pet hates, invaluable insights - to a supportive and enthusiastic audience. Check out the noticeboards for more information.

**Wednesday afternoon social trips** to the Galleries of Justice, Newstead Abbey and Rolls Royce Exhibition all leave by coach from the EMCC car park.
(Please note that there are a lot of stairs at Newstead Abbey and no wheelchair access).

Coaches will start loading at 15:00 for a sharp departure at 15:15.
Coaches will return to this area between 17:00 – 18:30.

**Wednesday evening Banquet - Please bring your Banquet ticket with you as it will be collected at the door prior to entry.**

19:00 – 21:00 a banquet will be served in the Banqueting Suite of the EMCC.

21:00 – Midnight. The banquet will be followed by dancing (or listening!) to the Partydown band who will play a great mix of music. PartyDown have appeared on TV with artists as diverse as Take That and Go West, so offer something for us all.

A cash bar will be open in the main concourse of the EMCC from 18:00 - 19:30 and then from 20:30 - Midnight.

(Beers available are Newcastle Brown, Speckled Hen, Budweiser, Becks, Corona, Guinness)

**Making an Impact delegates – Drinks Reception.**
Delegates attending the Making an Impact Practitioner sessions on Wednesday afternoon are invited to enjoy a glass of wine in the EMCC Atrium area at the close of session at 18:00. (Kindly sponsored by Mark Chapman of Prospect Recruitment)

**Medical Assistance**
Cripps Health Centre is open from 0930 – 1700hrs on weekdays. It is based near to the North Entrance of University Park. In an emergency, visitors should call 8888 from an internal telephone or 0115 951 8888 from an external telephone.

The telephone number for colleagues or family to leave an urgent message for delegates: - Between 08:00 and 17:00 messages may be left at Cavendish Hall management office on 0115 951 4342. Outside these times please call 0115 951 3013.

**Facilities**
- **Internet** - All conference rooms have free wireless Internet access
  You are advised to bring your own laptops with you as they are very expensive to hire.

- **Taxi Numbers** - Cabline: 0115 92262266 Cable Cars 0115 9229229 DG: 0115 9607607

- **Shop** - A Shop is available in Portland Building which sells newspapers/refreshments and food. There is also a Boots the Chemist which is open from 9.00am until 5.00pm (Monday to Friday) in the same building.

- **Laundry facilities** - are available in Cavendish Hall.

- **Banks** - There are ATMs outside the Portland Building and a branch of HSBC bank inside the Portland Building

- **Sports Facilities** - For bookings ring 0115 951 5582
  For other sports facilities, please call 0115 846 8288

The New Sports facilities at the Sports Centre on University Park Campus are available for delegates to use and there is an indoor heated swimming pool.
You will have to pay for hire of equipment, but use of courts is free.
You will need to take a room key with you in order to access the facilities.