

JANET(UK) Workshop 38
30 March – 1 April 2010 at The University of Manchester
Essential Notes for Delegates

LOCATION AND TRAVEL

Workshop 38 will be held at University Place, The University of Manchester, Oxford Road, with excellent en-suite accommodation being reserved at two Premier Inns.

Links to the University's website for further information on the locations we will be using can be found on the Workshop website:

<http://www.ja.net/workshop>

More information for visitors to Manchester, including travel and site maps, can be found by following the link on our website to University Place.

<http://www.conference.manchester.ac.uk/meetingmanchester/>

Workshop Online is available to registered delegates and contains a lot of additional information and tools to help you make the most of your attendance at this year's conference, *including interactive maps to help you find your way around and identify key points such as bus stops, car parks, accommodation and conference venue*. The site is open now and is constantly being developed throughout the run-up to the conference. Workshop Online is hosted on JANET Training's online collaboration and learning site EdLab. To register and get access to Workshop Online, please go to www.ja.net/training/edlab. Once registered, follow the link on the homepage to request access.

Car Parking

Premier Inns have an arrangement with a nearby NCP car park although space is limited and not guaranteed. The nearest car park to University Place is the Manchester Aquatics Centre multi-storey car park on Booth Street East which offers paid car parking between 06:00 and 23:00 @ £8.00 per day. This car park is locked overnight with no access to vehicles during that period. Please refer to our maps for locations.

Arriving at Manchester Airport

Manchester International Airport is located just 10 miles from the city centre with a direct train service into Piccadilly station every 20 minutes throughout the week.

The approximate cost is £5 for a single journey and the journey time is just 15 minutes. Alternatively you can get a taxi to the city centre which costs less than £20.

<http://www.manchesterairport.co.uk>

Arriving by Train

Manchester Piccadilly and Oxford Road stations are located approximately 15 minutes walk, or a short taxi ride, from our hotels.

Bus Service – Hotels/University Place

All conference facilities are within one building – University Place – a 15-20 minute walk from our hotels. We have negotiated an arrangement with Stagecoach Manchester whereby all delegates will be issued with a voucher which can be exchanged for free (to you) travel on buses along the Oxford Road between venue and hotels. Vouchers will be issued when you register and on the back you will find information about bus stops and numbers.

CONFERENCE REGISTRATION AND INFORMATION

The Conference Registration & Information Desk will be located in the Foyer of University Place, Oxford Road; delegates should register here on arrival for the conference. Registration for the main conference opens at 10:00 on Tuesday 30 March. Pre-event workshop delegates may register earlier, as indicated below. The desk will be staffed as follows:

Monday 29 March	16:30 - 18:00
Tuesday 30 March	09:00 - 19:00
Wednesday 31 March	08:30 - 18:00
Thursday 1 April	08:30 - 13:30

Early Arrivals

Delegates arriving on Monday can register for Networkshop during the times listed above. Please be aware that no food will be provided on Monday evening but there are restaurants in both hotels and plenty of eating-places within walking distance.

ACCOMMODATION AND CATERING

Residential delegates, please refer to the accompanying e-mail message for details of the Hotel in which your accommodation has been reserved. Specific information relating to each Hotel, including directions, can be found by visiting the website:

<http://www.premierinn.com/pti/home.do>

Accommodation, based on single occupancy, will be in en-suite rooms with tea/coffee tray, toiletries and towels. A full English breakfast is included.

Hotel Check-in

Delegates arriving on **Tuesday** may check-in to their hotel at a special Registration Desk located alongside Networkshop Conference Registration in the foyer of University Place. This will save time later on as you will be able to go straight to your room on arrival at the hotel. Alternatively you may still check-in at the hotel if you prefer to go there first but please note that the official check in time for the hotel is from 14:00 – rooms may be ready earlier but this cannot be guaranteed. Luggage storage facilities are available and we will also make provision for this at University Place.

Arrivals on Monday and Wednesday should go straight to their designated hotel and check-in at the Reception Desk there.

Meals and Refreshments

(Please see the programme in the Guide for confirmation of times.)

- Breakfast will be served in your Hotels from 06:30 to 08:45 (Portland Street), from 07:00 (Lower Mosley Street).
- Mid-morning and mid-afternoon refreshments will be served in the Exhibition areas in University Place.
- A buffet lunch will be served each day – Tuesday, Wednesday and Thursday – in the marquee adjacent to University Place. Coffee and tea after lunch will be served in the Exhibition areas on Tuesday and Wednesday, and in the marquee on Thursday.
- A buffet supper will be served in the marquee on Tuesday night, from 18:30 – 20:30.

Delegates who have to leave immediately sessions finish on Thursday may order a packed lunch to take with them. Please order this in advance of the event, or through the Information Desk ***no later than 13:00 on Tuesday.***

Drinks Reception

All delegates are invited to a drinks reception with exhibitors on Tuesday after sessions finish, 17:30-18:30. We are grateful to **H2O Networks**, sponsors of the reception.

Conference Dinner

On the evening of Wednesday 31 March, we will take you by private coach to **Gorton Monastery**; this will take approximately 10-15 minutes.

Coaches will depart promptly at 19:00 from outside Bridgewater Hall (please refer to the map) close to the Premier Inn Central on Lower Mosley Street, but please assemble to board the coaches from 18:45.

Dress is smart casual.

After dinner coaches will depart for the journey back to hotels at 23:00.

At Gorton Monastery there will be a drinks reception before dinner when delegates will have time to enjoy their surroundings and speak to experts who can provide more information about a fascinating building, which is listed as one of the 100 most endangered sites in the world.

<http://www.themonastery.co.uk/>

A bar will be available for the purchase of drinks during the dinner – located in the Confessionals!

After dinner our special guest speaker will be comedian and thespian Lenny Henry.

Bar

Both hotels have a residents' bar. Otherwise the excellent facilities of Manchester town centre are a short walk from your accommodation.

Sports Facilities

One of our hotels, the Premier Inn Central on Lower Mosley Street, has a gym – “Fitness First Health Club” – to which all Networkshop delegates, whether resident here or at Premier Inn City Centre on Portland Street, will be given access on production of your key card.

The University are arranging for all our delegates to have staff rates, **on production of your delegate badge**, to use the swimming facilities at the Manchester Aquatics Centre on Booth Street, close to University Place. The state-of-the-art, purpose built swimming facility offers separate diving and leisure pools. There is also a fitness suite. It is open from 06:30 to 22:00

each weekday, subject to restrictions due to special events.

<http://www.manchestersportandleisure.org/venue/manchester-aquatics-centre>

CONFERENCE PROGRAMME

This can be found on the website, <http://www.ja.net/networkshop> and follow the link. A pocket-sized foldout programme will be issued at Registration.

All conference sessions will take place at University Place with the exception of some BoFs being held at the Premier Inn Manchester Central (Lower Mosley Street) on Tuesday evening.

Please note, the exhibition opens at 10:00 on Tuesday 30 March. The conference opens at **13:45** on Tuesday 30 March. Lunch on Tuesday is included and will be served from 12:00 in the marquee, University Place.

CONFERENCE & EXHIBITION GUIDE

You will find this very comprehensive booklet in your delegate bag at registration and posted on the website prior to the conference. Please take time to read through it as it contains essential information to help you enjoy your stay in Manchester. Conference Programme, Speaker profiles and abstracts will be included, plus details about exhibiting companies.

In addition, you will be given an easy-reference pocket guide to help you find your bearings and select sessions you wish to attend.

Every year we strive to improve the information and handouts we give you at Networkshop according to requests and suggestions made in feedback forms. Please take time at the end of the event to complete the online feedback form.

TECHNICAL COMMUNICATION

Wireless LAN access will be available in all **conference and exhibition** areas at University Place.

The wireless network will be fully integrated with the JANET Roaming Service, and temporary credentials will be available for delegates from sites which are not yet JRS-compliant.

PCs with Internet access will be available to all delegates in a designated area of the Delegates Lounge in the exhibition area located in the Restaurant (see exhibition plan).

Hotels: complimentary wifi is included in your accommodation package; please enquire at reception for login instructions. This will be an ADSL connection – if you are using your laptop to do a large amount of work you are advised to try and do most of this at University Place.

NETWORKSHOP ONLINE

During the conference JANET Training will be running Networkshop Online again using our online learning facility known as EdLab. The area has been established to help delegates make the most of Networkshop and will provide lots of general conference information and resources including session previews, BoF support areas, and interactive maps of the site and exhibition area. There will also be blogs, photos and the latest updates and news. The discussion areas will allow delegates to continue asking questions, discussing the points raised and generally publishing thoughts on the conference and the topics covered.