



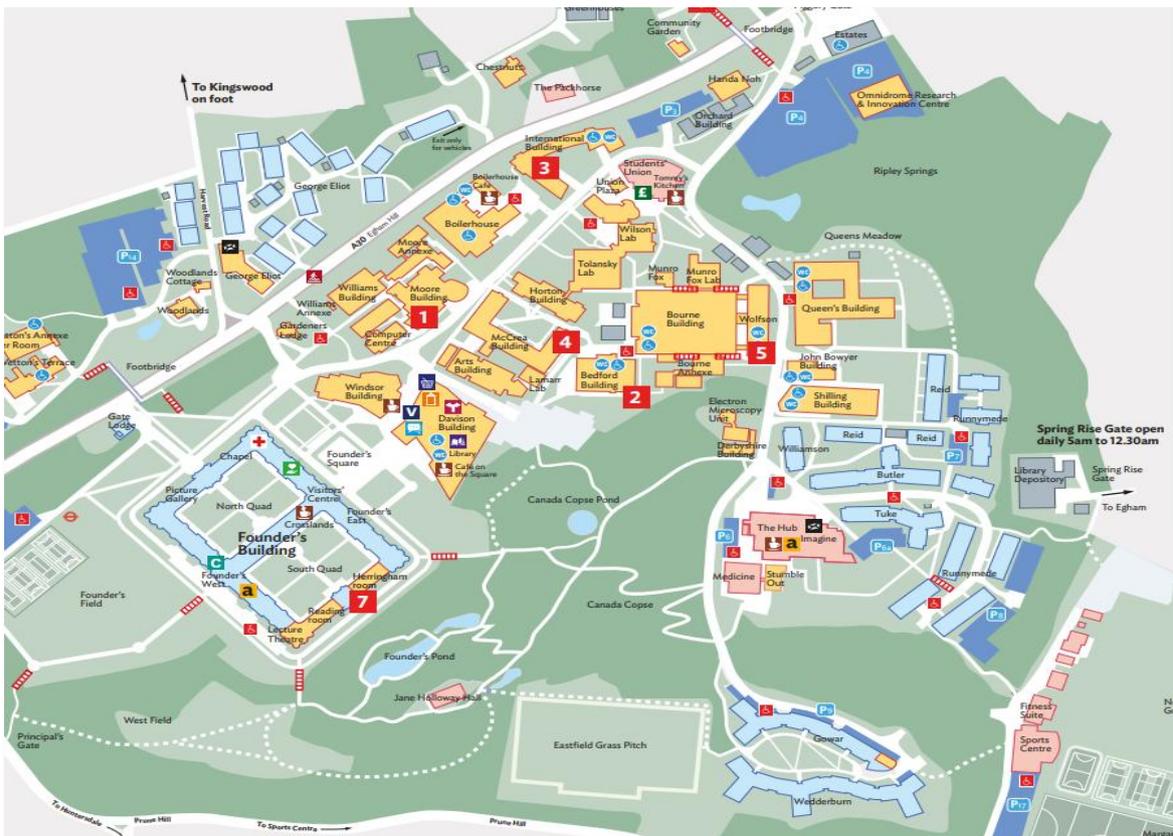
Logistics and General Information

The following information is intended as a general guide for Conference Delegates, Dinner Guests and Exhibitors alike.

Conference Location

Windsor Building - Royal Holloway, University of London, Egham, Surrey, TW20 0EX

Getting to Royal Holloway



Arriving by car

The RHUL Post Code for drivers using Sat Nav is **TW20 0EX**. RHUL is within a few minutes of the M25, M3 and M4.

The College is on the A30, 19 miles from central London and about a mile south-west of the town of Egham. It is two miles from Junction 13 of the M25.

Please be aware that traffic in the local area is likely to be heavy – particularly on the M25 and the A30. If travelling to RHUL on the morning of the conference, you should allow extra time for your journey.

There is a detailed Campus Plan [here](#) and a local map here [TW20 0EX - Google Maps](#)

Directions from the M25

- After leaving the M25 at J 13, follow the A30 west (signposted Bagshot and Camberley); this is the Egham bypass.
- At the end of the Egham bypass there is a roundabout, continue straight on along the A30 up Egham Hill (a BP petrol station is on your left as you exit the roundabout).
- The main College entrance is about $\frac{3}{4}$ mile on the left - immediately after the second footbridge.

Directions from the West

- Leave the M3 at junction 3, at the roundabout take the 1st exit onto the A322.
- Proceed under the road bridge and turn left, then merge onto the A30.
- At the roundabout, take the second exit onto the A30.
- Continue on the A30, through Sunningdale and Virginia Water, towards Staines-upon-Thames.
- The main College entrance is on the right just past the traffic lights at Englefield Green - immediately before the footbridge.

Arriving by air

For those arriving at London airports, we strongly recommend that you do not take the expensive black cabs, but call Windsor Cars <http://www.windsorcars.com/> (+44 1753 677677), or other Egham-based Taxi companies. Windsor Cars have a dedicated email for pre-booking journeys: bookings@windsorcars.com. Most local taxi companies know the Royal Holloway campus well and should be able to drop you at the correct area for check-in. Sharing a taxi with other delegates will help keep costs to a minimum.

Arriving by bus

There is a reasonable bus service from Heathrow Terminal 5 to Royal Holloway. The number 8 bus leaves from outside Terminal 5 and not from the Central Bus Station. If you arrive at another terminal, please follow flight connection signs for internal airport transfer to T5.

Arriving by train

Egham is the nearest station to Royal Holloway. There are frequent services from London Waterloo to Egham (35-40 minutes); Woking to Egham (35 minutes, change at Weybridge) and Reading to Egham (40 minutes). Train links to the rest of the rail network are available via the London stations or Reading. Please visit <http://ojp.nationalrail.co.uk/service/planjourney/search> for timetables and journey planning options. There are usually taxis waiting outside the station which can take you to the campus. Alternatively, you could walk to Royal Holloway in 15-20 mins; see below.

By foot from Egham Station

The campus is a 20-minute walk from Egham Station. The easy route, via the A30: Turn right out of the station along Station Road and walk about 100 yards to the junction and traffic lights; turn left at the junction and follow the road around to the large roundabout with a petrol station on the left; walk up Egham Hill (A30) and follow the footpath; the Royal Holloway entrance is on the left just after the second footbridge.

Car Parking

There will be plenty of parking in **Car Park 4**, which is the largest on the campus. Car Park 4 is sign posted to the left as you drive in. From the main campus entrance, turn left at the roundabout in front of Founders' Building and follow the road all the way down until you reach another roundabout at a T junction and turn left. It is a 5 minute up-hill walk to the Windsor Building. **Car Park 12** is signposted immediately to the right, as you enter the main entrance to the Royal Holloway campus and is the closest to Windsor Building Conference facility & Founders' Building. However, it is relatively small and mostly used by staff during the daytime. Due to the one-way traffic system, if this car park is full, you will have to exit the campus and come back in again to find an alternative space. If you are attending the dinner only, then **Car Park 12** is probably the best option for you.

If anybody requires wheelchair access or is unable to walk and needs to park closer to the venue, please let us know so that we can reserve an Accessible parking space opposite the Windsor Building (by the Gardener's Lodge), or by the Founder's West entrance, which is closer for the Dinner.

Guests staying in on-campus accommodation in Runnymede 2 Hall should park their cars in **Car Park 8**, which is down by "The Hub" Reception. From the main Campus entrance, turn left at the roundabout in front of Founders' Building and follow the road all the way down until you reach another roundabout at a T junction and turn sharp right. Follow that road again and The Hub will be seen in front of you on the left. There will be signs to **Car Park 8**. For those staying in Gowar, use **Car Park 9**. This is located past "The Hub" and will be signposted.

Assuming that the weather is good, then it is a pleasant uphill walk up through the woodland gardens to the Windsor Building Conference Suite and Founders' Building.

All car parks are marked on the [Campus Plan](#)

Delegates will not need to register their vehicles in advance and therefore the car park signage requesting visitors to register their vehicles does not apply.

As car parking spaces are free of charge. They cannot be booked and are allocated on a first come, first served basis. Please note no parking is allowed on the roads by the Halls of Residence, or in the reserved bays along the west side of Founder's (opposite the hockey field). **All parking must be legal, or Penalty Charge Notices will be issued.**

Outline Event Programme

Exhibitor Set-Up & Pre-Conference Networking – Tuesday 30th June		
Event	Time	Location
Pull-up Banner Stand Set-up	From 18:00	Windsor Building
Conference Pre-registration	From 18:00	Windsor Building
Bar Opens	18:00	Windsor Building
Presentations & Networking	18:15 – 20:00	Windsor Building
Reception Closes	20:00	
Conference – Wednesday 1st July		
Event	Time	Location
Delegate Registration	From 08:00	Windsor Building
Conference	09:00 – 16:30	Windsor Building
Post Conference Formal Dinner – Wednesday 1st July		
Event	Time	Location
Arrive	From 18:00	Founders' Building South Quad
Drinks Reception	18:30 – 19:15	Founders' Building South Quad
Move into Dinner	19:15 – 19:30	Founders' Dining Hall
Dinner	19:30 – 23:00	Founders' Dining Hall
Pay Bar	23:00 – 24:00	Crosslands Bar
Carriages	24:00	

Details of the conference programme and speakers can be found at www.tricycis.co.uk

Exhibit Space

There will be some Pull-up Banner exhibitor space at the Conference. Spaces can be booked on line via the conference website www.tricycis.co.uk, or by emailing tricycis@afceauk.online. You will be provided with a table with tablecloth, two chairs and sufficient space for a small pull-up banner stand. Each exhibitor space is approx 2 mt² and will be identified on arrival. Please be aware that anyone bringing any exhibition stand equipment larger than a small pull-up banner, will be turned away. If space allows, we will try to accommodate requests for a larger stand (comprising two adjacent tables).

Whilst there are many mains power outlets, exhibitors are recommended to bring their own trailing sockets. If you intend to run any demonstrations from your stand, you are reminded NOT to have audio playing loudly.

If you want to use a large AV monitor, you must make your own arrangements for delivery and collection. The monitor must be placed behind your table. Details of any delivery contractors must be advised in advance. Contact details will be made available closer to the event.

There will be Wi-Fi broadband connectivity during the conference. Log-in details will be available on the day.

All exhibitor stands are required to be set up **BEFORE** registration opens at 08:00 on 1st July. For this reason, we have arranged access to the Windsor Building from 18:00 onwards on the evening of 30th June. There is a small area to the rear of the Windsor Building where you can stop to drop off any exhibition items. You can **NOT** leave your vehicles there. Once you have unloaded, please park in Car Park 4.

Please ensure that stands are manned from 08:00 onwards on Thursday 1st July as delegates and visitors start to arrive.

Informal Drinks Reception & “TED” Style Presentations – 30th June

Exhibitors, any VIP guests or delegates arriving on the evening of Wednesday 30th June are invited to a complementary and very informal drinks reception, commencing at 18:00 in the Windsor Building. There will be a few short and topical “TED” style presentations from our younger members. If you have not already done so, please e-mail tricycis@afceauk.online that you will be attending.

The reception is planned to finish at about 20:00, which will give plenty of time for people to go into Egham or Englefield Green, where there are many eating establishments and pubs.

Conference Registration – 1st July

Delegate Registration for the Conference will open at 08:00 in the Windsor Building. The desk will also be open from 18:30 on 30th June for conference pre-registrations.

Post Conference Dinner – 1st July

Entry to the dinner is by invitation / pre-booked ticket. If you are booked to attend the dinner, name badges will be available for you to collect when you register. If you are attending the dinner as a guest, then your host will meet you as you arrive.

Dinner is being held in the Founders' Dining Hall and will be preceded by a drinks reception. If the weather is fine, then the drinks reception will be in the Founders' Building South Quad. If it is raining, then it will be under cover in the Colonnade.

Dress Code

- Informal Reception and short "TED style" presentations (30th June - evening) – smart casual
- Conference – Business Suit (1st July - day)
- Post Conference Dinner (1st July - evening) - Black Tie for the gentlemen – no medals or decorations; cocktail or long evening dress for the ladies – no medals or decorations.

Event Catering Arrangements

Breakfast for delegates staying overnight **only** will be served in The Founders Dining Hall from 07:30 – 08:30 on Wednesday 1st July and 08:00 – 09:00 on Thursday 2nd July 2026

Tuesday 30th June 2026 – Informal reception served in the Windsor Building 18:00 - 20:00

Wednesday 1st July 2026 – Refreshments and a buffet lunch in the Windsor Building
Drinks Reception in The South Quad
Black Tie Dinner in The Founders Dining Hall

Please ensure you have informed us of any dietary requirements at least 10 days prior to your arrival and no later than **Friday 12th June**. Most special diets can be accommodated, if enough notice is given.

Social Media

The conference and the dinner will be run strictly under the Chatham House Rule, so there will be no live Tweeting, or social media commentary allowed. We also ask delegates not to take photos of presentation slides during the conference, since that makes a nonsense of signing up to the Chatham House Rule.

Speaker Presentations

We will try to make presentations available post conference, but only if individual speakers agree to that. These will be sent only to the individual(s) requesting them and so won't be downloadable from the website.

Health & Safety

General

Smoking or vaping is not permitted on site, other than in specifically designated areas.

You are required to conform to any additional health and safety protocols necessary to meet any venue specific Covid regulations remaining in place at the time of the event.

We reserve the right to ask any person or group of persons to vacate the venue immediately for bad or inappropriate behaviour.

Fire safety

In the event of a fire or other emergency, please sound the alarm and leave via the nearest emergency exit. Guests should then go to the nearest Assembly Point indicated by a large Green and White sign. Each building has its own Assembly Point, which is identified by a number or letter and their location is given on the Fire Action Notices located at each Fire Alarm Call Point.

If you discover a Fire, you must:

1. Operate the nearest Fire Alarm Call Point.
2. Leave the building by the nearest exit.
3. Go to your designated Assembly Point.
4. Dial 999 and ask for Fire. Ensure that you stay on the line until the emergency operator tells you to hang up.
5. Dial 01784 443888 and inform the Security Office that there is a Fire and that the Fire Service has been called.
6. You must make yourself known to a Security Officer or Fire Marshal (see Fire Evacuations, below) and hand over all relevant information.

Fire Fighting Equipment must only be used by persons who have been trained to do so, and only after the alarm has been sounded.

Fire evacuation procedure

If the Fire Alarm sounds at any time other than a scheduled testing time (or for longer than 30 seconds on a scheduled test, as above) then you must:

1. Leave the building by the nearest exit
2. Close doors behind you
3. Report to your designated Assembly Point
4. Do not return to the building until authorised to do so
5. Do not use lifts
6. Founder's Building only – A red light will flash at the entrances/exits to the Building when the fire alarm has been activated and re-entry into the building will only be allowed when these lights are turned off (regardless of whether the sounders are sounding.) All gangways, passages staircases and exits must be kept clear from any obstruction at all times.

On Campus Accommodation

If you are planning on staying over, RHUL Campus accommodation offers premium en-suite vacation rooms at much better rates than the local hotels. Whilst availability is on a “first come first served” basis, there will be plenty of rooms, so there shouldn’t be any problems.

The Bed & Breakfast rates in Gowar Hall are as follows:

- Double ensuite bedrooms for single occupancy: £114 (incl. VAT) per night.
- Double ensuite bedrooms for double occupancy (fixed double bed): £144 (incl. VAT) per night.

Bookings are made directly with Royal Holloway. The dedicated booking hyperlink is <https://services.royalholloway.ac.uk/BnB/AFCEA2026.bnb> will be live until COB on Tuesday 9th June 2026.

The Hub and Gowar Hall locations are highlighted on the detailed Campus Plan [here](#).

Accommodation check-in

Accommodation check-in is from 16:00 at The Hub Reception

Hub Reception Standard opening hours:

Monday – Friday 08:00 – 20:00

Saturday, Sunday and Bank Holiday 09:00 – 17:00

If you will be arriving late at night, please email

conferenceCustomerServices@royalholloway.ac.uk or call +44 [0] 1784 443285, before your arrival date.

If your arrival is out of Hub Reception opening times, RHUL security staff can be contacted using the red phone at Reception and will be able to issue your key and give directions to your bedroom. If a member of the security team has provided the key, please ensure you check in with The Hub reception the following day to confirm your arrival.

The security team can be contacted on +44 [0] 1784 443063.

No vacancies exist for those who have not pre-booked accommodation.

The halls have shared kitchen/social areas, allowing ample opportunity to network with your fellow delegates. Cooking is not permitted in these kitchens, but you may use the refrigerators.

Rooms also include:

- Full bed linen
- Basic toiletries and towels
- WiFi
- Tea and coffee making facilities are available in the shared kitchen (Fairtrade products)
- En suite toilet, handbasin and shower.

In case of any issues prior to or during your stay, please call the Customer Services Team on +44(0)1784 443 285.

Accommodation check-out

It is important that all guests staying in campus accommodation check out by 10:00 on their day of departure. All key cards must be returned to the reception desk at The Hub or dropped into the key card deposit boxes in the reception areas.

Laundry

Cashless laundry facilities are available across the campus. There is a laundrette situated next to Imagine, downstairs from the HUB Reception and on the West Side of Founders building. You can pay using debit or credit card or Google or Apple Pay.

Shops, Cafés and ATMs

The '**Union Shop**' is located in the Davison building (adjacent to the Windsor Building). Other shops can be found in nearby Egham and Englefield Green. Opening Hours 08.00 – 18.00 on Monday – Saturday and 09.30-18.00 on Sunday.

Café on the Square is open on week-days from 8am – 5pm and on Saturday and Sunday from 10am – 4pm, serving light snacks, sandwiches, hot and cold refreshments.

Boiler house Café is open Monday - Friday 8.00am – 4.00pm / Saturday & Sunday - Closed

There is an ATM at the Students' Union Building. Other ATMs can be found in Egham and at the BP petrol station on the A30 towards Egham. The shop and café's on campus take card-payments only and the campus is cashless.

Internet Access

WiFi access will be available for delegates throughout the conference. Access details will be available when you register at the event.

If you are staying in on-campus accommodation, you will receive a pre-configured Username and Wifi code with your room keycard or at registration.

- Join the CampusNet WiFi and it should bring up a prompt to the Captive Portal (if it does not then open a browser and navigate to a page such as <http://neverssl.com>)
- Click on **Visiting the University**



- Do not enter name or email but click **Already have an account?**
- **Sign In** at the bottom of the page.



The screenshot shows the 'CampusNet Wi-Fi' registration page. At the top, there is a logo for 'SCHOOL OF DISTANCE EDUCATION'. Below the title, it says 'Please complete the form below to gain access to the network. Internet access is granted for 10 minutes to enable you to verify your email address.' There are two input fields: 'Your Name *' and 'Email Address *'. Below the email field, it says 'Please enter your email address. This will become your username to log into the network.' There is a 'Confirm:' section with a checkbox for 'I accept the terms of use'. A 'Register' button is at the bottom. A red asterisk indicates a 'required field'. At the very bottom, it says 'Already have an account? [Sign In](#)'.

- On the next screen enter the **Username** and **Password** supplied and tick the box to accept the terms of use (It should be exactly as below image and not asking for a college account)



The screenshot shows the 'CampusNet Wi-Fi' login page. At the top, there is a logo for 'SCHOOL OF DISTANCE EDUCATION'. Below the title, it says 'Please login to the network using your username and password.' There are two input fields: 'Username' and 'Password'. Below the password field, there is a 'Terms:' section with a checked checkbox for 'I accept the terms of use'. A 'Log In' button is at the bottom. At the very bottom, it says 'Need an account? [Click Here](#)'.

- If you are having trouble accessing the Wifi, please speak to the Hub Reception.

Contact Details

In the event of any difficulties during the event, use the following contact details:

AFCEA London Chapter:

- Mob: 07710 212451
- e-mail: chris@afceauk.online

Royal Holloway:

- **Operations Team** on the day 07785 258 263
- If there is an emergency on campus, please call **Security** in the first instance **+44 (0)1784 443888** or on **+44 (0)1784 443 063**.