

JOINING INSTRUCTIONS



CONFERENCE LOCATION

Interflam 2025 will take place at:

Royal Holloway, University of London
(RHUL), Egham Hill, Egham, Surrey
TW20 0EX

Customer Services: Tel + 44 (0)1784 443285
Saturday 09.00 – 20.00 Sunday 09.00 – 17.00
Monday - Friday 08.00 -08.00
24-hour security Telephone No: +44 (0)1784 443063
www.rhul.ac.uk

INTERFLAM REGISTRATION DESK – WINDSOR BUILDING

Tel: 01784 276200 (Conference days 08.00 – 18.30)

On Site Interflam Organiser's Mobile

Tel: +44 (0)7587 935856 (*operational from Saturday 28th June 09.00hrs – Wednesday 2nd July 18.00hrs*)

Email: enquiries@interflam.co.uk (Any time)

The campus has a no smoking policy, this includes the use of electronic cigarettes. Smoking is permitted beyond 5m of the buildings.

Royal Holloway campus is a **cash free** venue i.e. only card payment accepted.

CONFERENCE REGISTRATION

The Conference Registration Desk is in the **WINDSOR BUILDING** and open at the times listed below. All conference documentation: badge, bags, tickets and guest tickets can be collected from here. Please wear your conference badge at all times, as identification is required to access conference services and sessions.

| Date | Registration For:- | Times |
|------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------|
| Sun 29 th June | Student Workshop (students only) | 13.50 |
| | Conference | 16.30 – 18.30 |
| Mon 30 th June Tues 1 st July Wed 2 nd July | Conference | From 08.00 – Until 30 mins after close of session |

Free wireless internet connection is available in the Windsor building.

TIMES TO NOTE

Sunday 29th June

| | |
|---------------|------------------------------------------------------------------------------|
| 14.00-17.00 | Student Workshop (Students only) |
| 16.30 – 18.30 | Early Registration in the Windsor Building |
| 19.00 | Informal Welcome Reception, Medicine Bar on Campus (pre-booked tickets only) |

Monday 30th June

| | |
|---------------|----------------------------------------------------------------------------------|
| 08.00 – 09.00 | Registration |
| 09.00 | Conference Opens |
| 17.50 | Poster Session A |
| 19.00 | Conference BBQ, Founders Building South Quad (<i>pre- booked tickets only</i>) |

Tuesday 1st July

| | |
|-----------------------------------------------|--------------------------------------|
| 08.40 | Conference Sessions Start |
| 19.00 | Coaches depart for Conference Dinner |
| 19.30 | Arrival at Ascot Racecourse |
| 22.30 | Coaches depart Ascot for Campus |
| Late bar in Crosslands Bar, Founders Building | |

Wednesday 2nd July

| | |
|-------|---------------------------|
| 08.40 | Conference Sessions Start |
| 13.50 | Poster Session B |
| 16.40 | Conference Close |

CHECK-IN AND BEDROOM KEY COLLECTION

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

Booked Accommodation is in the Gowar and Wedderburn buildings (see map).

Saturday Check-in: The Hub reception from 16.00(see map)

Sunday Check-in: arrivals between 12.00 – 18.00 check-in is in the Delegate Lounge in the Gowar Building, Block H. (see map).

Check-in at all other times is at the Hub reception from 16.00.

If you require earlier check-in please let us know. (Unfortunately, we cannot guarantee that your room will be ready).

If your arrival is out of the Hub reception hours (17.00 – 09.00 weekends or between 20.00 – 08.00 week days) please use the red phone by the Hub reception desk to call security and they will issue your key and give directions to your room. 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 College security team can be contacted on +44 [0] 1784 443063

The Gowar and Wedderburn buildings have a shared kitchen on each corridor. Cooking is not permitted in these kitchens but you may use microwaves and refrigerators. Tea and coffee making facilities are available for delegates to use. (Please note there is no crockery or cutlery available except for cups and spoons).

If you have any accessibility needs or require special assistance, please let us know as soon as possible

Rooms include Full bed linen, basic toiletries and towels and Wi-Fi.

We suggest that you bring any further creature comforts you might want for your stay: e.g. Radio, alarm clock, hairdryer (chocolate!) etc. **Please remember to bring electrical adaptors with you if travelling from abroad and note that rooms do not have shaver sockets.**

The Windsor Building is a short walk away from the accommodation block - through the Campus Grounds. Breakfast will be served in the stunning Founders Building which is opposite the conference hall

CHECK OUT

Please check out by 10.00 on your day of departure. Return room key cards to the Hub reception or the Conference Registration Desk to complete the check-out process. There will be an area in the Windsor Building where you can store your luggage (conference days only).

Taxi telephone numbers will be available at the conference registration desk so that you can book your taxi for your departure.

CONFERENCE DINNER: TUESDAY 1ST JULY

The conference dinner takes place at the Ascot Racecourse. Transport to and from the dinner will be provided and coaches will depart for the venue at 19.00. The dress code is smart-casual. Parking is available at the venue for those wishing to make their own way there. Guests are welcome and tickets must be purchased in advance.

Address: Ascot Racecourse, High St, SL5 7JX

GENERAL CATERING ON CAMPUS

If you have not already done so, please inform us of any special dietary requirements as the university requires 10 days' notice. Without prior knowledge your requirements will not be able to be met. Please note that Royal Holloway Campus **is not a nut free zone.**

Campus catering is at a minimum on the weekend. There are many restaurants and pubs nearby Egham 10-15 mins) and Englefield Green (5-10 mins): Fast food delivery service is also available.

OUTLETS OPENING TIMES

SU Shop Monday - Saturday 08:00 - 18:00

Sunday 9.30 - 18.00

Café on the Square - Saturday and Sunday 10:00 - 16:00 and Monday - Friday 08:00-17:00

Boiler House Café Monday - Friday 08:00- 16:00

Saturday - Sunday closed

BREAKFAST – FOUNDERS BUILDING DINING ROOM (SELF SERVICE – RESIDENTS ONLY)

Sunday 08.00 – 09.00

Monday 07.00 – 08.55

Tuesday 07.00 – 08.55

Wednesday 07.00 – 08.55

Thursday 08.00 – 09.00

HOW TO GET TO ROYAL HOLLOWAY UNIVERSITY

<https://tfl.gov.uk/plan-a-journey/>

BY AIR

For those arriving at London airports, we strongly recommend that you do not take the expensive black cabs, we recommend Windsor Cars <http://www.windsorcars.com/> (+44 1753 677677). 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.

TAXI FROM HEATHROW (WINDSOR CARS – SEE ABOVE)

Taxi from Heathrow

Option 1 - MEET & GREET (Heathrow T2-T4 Collection)

If pre-booked and provided with all details incl flight number, Windsor Cars will monitor and track the flight, the driver will be waiting inside Arrivals Hall with a name board. The fare for this journey is £30.00 (Meet & Greet) which includes 20mins waiting time, after this waiting time charges will apply at rate of £18.00 per hour + car park charges.

Heathrow T5 Collection

The fare for this journey is £25.00 (Meet & Greet) which includes 20mins waiting time, after this waiting time charges will apply at rate of £18.00 per hour + car park charges. Or you can specify a time to go inside after landing to try to reduce as much waiting or car park charges if applicable

Option 2 - CALL ON ARRIVAL Heathrow T2-T4

If you telephone to book your taxi on your arrival at Heathrow, the driver collection point will be confirmed when you call, fare for this journey is £25.00 + car park, taxi will arrive between 15-20 mins.

T5 Collection

If you telephone to book your taxi on your arrival at Heathrow T5, the driver collection point will be confirmed when you call, fare for this journey is £20.00 + car park, taxi will arrive between 15-20 mins.

TAXI FROM GATWICK (WINDOR CARS)

Gatwick North/South Collection

Gatwick collections are pre-bookings only, once provided with all details incl flight number, the flight will be monitored and the driver will be waiting inside Arrivals Hall with a name board. The fare for this journey is £75.00 (Meet & Greet) which includes 20mins waiting time, after

this, waiting times charges will apply at rate of £18.00 per hour + car park charges.

Please note payment by credit card will incur a charge.

BY BUS There is a bus service from London Heathrow, Terminal 5 to Royal Holloway, which stops on Egham Hill, just outside the gates to the main entrance of the University. You can see the [bus timetable here](#).

If you arrive at other **London Airports** (Gatwick, Stansted, Luton, City) then either catch the train or bus to Central London and connect with a train from Waterloo or use the inter-Airport bus service to Heathrow and catch a bus or cab as listed above. For further details on inter-Airport transportation go to www.nationalexpress.com

BY TRAIN 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). Services at weekends, especially those on Sundays, are less frequent than on weekdays. Train links to the rest of the country are available via the London stations or Reading. There are usually taxis waiting outside Egham station to take you to Royal Holloway, which is located less than a mile from the station. <https://www.southwesternrailway.com/>. <https://www.thetrainline.com/en-us>

BY CAR Royal Holloway is on the A30, 19 miles from central London and about a mile south-west of the town of Egham. It is 2 miles from junction 13 of the M25 (London Orbital). After leaving the motorway, take the A30 west, and then signposted to Bagshot and Camberley (this is the Egham by-pass). At the first roundabout, take the second exit. At the second roundabout, take the second exit and continue on the A30 up Egham Hill. Royal Holloway is on the left at the top of the hill. Free parking is available on campus. The car parks are indicated on the campus map. SAT NAV post code is TW20 0EX.

CAR PARKING ARRANGEMENTS Interflam 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**. The campus map shows a variety of car parks on site. For Interflam guests, we would suggest **P4, P8 or P12** car parks.

As car parking spaces are free of charge, they cannot be booked and are allocated on a first come, first served basis. In the unlikely event that the on-campus car parks are full, please use **P14 or 14a** on the north side of the A30, off Harvest Road.

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.

USEFUL INFORMATION

Windsor Tourist Office website

www.windsor.gov.uk for travel information, maps, accommodation, places to visit in the area

PROGRAMME updates at

www.interflam.co.uk/programme

TRANSPORT

<https://tfl.gov.uk/plan-a-journey/>

Train times at www.nationalrail.co.uk

<https://www.southwesternrailway.com/>.

Train tickets: <https://www.thetrainline.com/en-us>

Inter-Airport and National Bus enquires

www.nationalexpress.com

TAXI

Windsor Cars <http://www.windsorcars.com/>

(+44 (0)1753 677677) Windsor Cars have a dedicated email for pre-booking journeys:

bookings@windsorcars.com.

CONFERENCE SECRETARIAT

Tel: +44 (0)7587 935856 (9am, Saturday 28 June – 6pm, Wednesday 2 July)

General enquiries: enquiries@interflam.co.uk

Registration enquiries : registration@interflam.co.uk

Web: www.interflam.co.uk

Windsor Building (conference centre) Tel: +44 (0)1784 276200

Delegate Accommodation - Gower and Wedderburn Buildings (Interflam delegate Lounge, Block H).



THE HUB

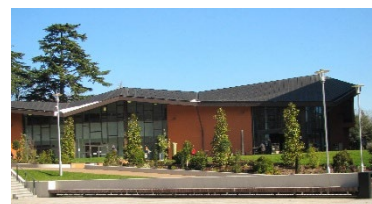
Saturday Check-in: Hub reception from 16.00

Sunday Check-in: arrivals between 12.00 – 18.00 check-in is in the Delegate Lounge in the Gower Building, Block H.

(See map). Check-in at all other times is at the Hub Reception from 16.00.



Gower and Wedderburn Buildings



Windsor Conference Building

IMPORTANT INFORMATION

Electronic Travel Authorisations (ETAs) have been introduced worldwide for visitors to the UK who do not currently need a visa for short stays, or who do not already have a UK immigration status. Cost £16.00
Check if you need a VISA or ETA <https://www.gov.uk/get-eta>

Apply for an ETA <https://www.gov.uk/get-eta/apply> or
Download the UK ETA app on: [Google Play](#) or [App Store](#)

