

Logistics and General Information

The following information is intended as a general guide for Conference Delegates, Dinner Guests and Exhibitors alike. If we have missed anything, please use the contact details on page 5.

Location

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

Getting to Royal Holloway:



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.

There is a detailed Campus Plan on page 6

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.

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 away from the Windsor Building. **Car Park 12** is signposted 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 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. Both Car Parks are shown on the Campus Plan below. If you are attending the dinner only, then **Car Park 12** is probably the best option for you.

If anybody requires wheel chair access, or is unable to walk and needs to park closer to the venue, we have reserved some "Blue Badge" parking spaces opposite the Windsor Building by the Gardener's Lodge, or by the Founder's South Tower, which are much closer (see Campus Plan).

Guests staying in on-campus accommodation should park their cars in **Car Park 7 or 8**, which are 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 7 & 8**. 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.

Outline Programme

Exhibitor Set-Up & Pre-Conference Networking – 23rd June		
Event	Time	Location
Pop-up Stands 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	
TriCyCIS 2021 Conference – 24th June		
Event	Time	Location
Delegate Registration	From 08:00	Windsor Building
Conference	08:45 – 17:30	Windsor Building
TriCyCIS 2021 Post Conference Cyber Dinner – 24th June		
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 on the dedicated website at www.tricycis.uk

Exhibit Space

There will be some “table-top” exhibitor space at TriCyCIS 2021. You will be provided with a table with tablecloth and a chair 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.

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. Details will be made available closer to the event.

There will be wifi broadband connectivity during the TriCyCIS 2021 conference. Log-in details will be available on the day.

All pull-up stands are required to be set up BEFORE registration opens at 08:00 on 24th June. For this reason, we have arranged access to the Windsor Building from 18:00 onwards on the evening of 23rd June. There is a small parking 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 Wednesday 24th June as delegates and visitors start to arrive.

Informal Drinks Reception & Cyber Presentation –23rd June

Exhibitors, any VIP guests or delegates arriving on the evening of 23rd June are invited to a complementary and very informal drinks reception, commencing at 18:00 in the Windsor Building. There will be a short and topical presentation. If you have not already done so, please e-mail chris@afcea.org.uk 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 plenty of eating establishments and pubs.

TriCyCIS 2021 Conference Registration – 24th June

Delegate Registration for TriCyCIS 2021 will open at 08:00 in the Windsor Building. The desk will also be open from 18:30 on 23rd June for conference pre-registrations.

Post Conference Dinner – 24th June

Entry to the dinner is by invitation / ticket. If you are booked to attend the dinner, tickets 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 Cyber presentation (23rd June - evening) – smart casual
- Conference – Business Suit (24th June - day)
- Post Conference Dinner (24th June - evening) - Black Tie – no medals or decorations

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.

Please book direct with Royal Holloway here: <https://venue-booking.royalholloway.ac.uk/BnB/> and use the special TriCyCIS promotional code **AFCEA2021**. Be aware that this will not be available after 12:00 hrs 19th June.

Check in for all RHUL Campus accommodation is at The HUB and is officially between 16:00 and 22:00. After 22:00 Night Security is available at the HUB for help with check in. The Hub is highlighted on the Campus Map below

Internet Access:

WiFi access will be available throughout the conference. Access details will be available when you register

Social Media: IMPORTANT NOTE

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.

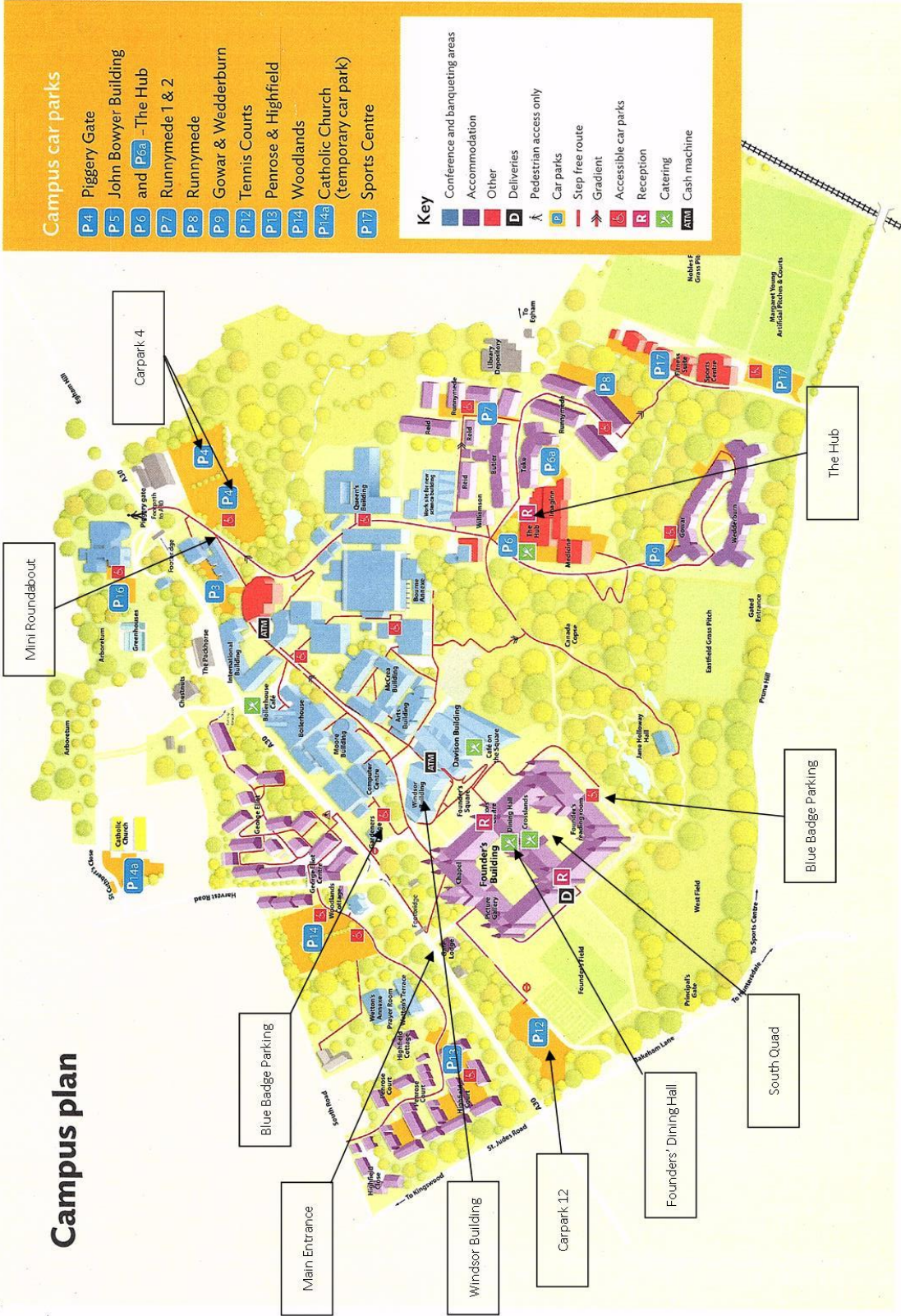
We will try to make presentations available post conference, but only if individual presenters agree to that. These will be sent only to the people requesting them and so won't be downloadable.

Contact Details:

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

- Mob: 07710 212451
- e-mail: chris@afcea.org.uk

Campus plan



Campus car parks

- P4** Piggery Gate
- P5** John Bowyer Building
- P6** and **P6a** - The Hub
- P7** Runnymede 1 & 2
- P8** Runnymede
- P9** Gowar & Wedderburn
- P12** Tennis Courts
- P13** Penrose & Highfield
- P14** Woodlands
- P14a** Catholic Church (temporary car park)
- P17** Sports Centre

Key

- Conference and banqueting areas
- Accommodation
- Other
- Deliveries
- Pedestrian access only
- P Car parks
- ↔ Step free route
- ↗ Gradient
- P Accessible car parks
- R Reception
- X Catering
- ATM Cash machine

Mini Roundabout

Carpark 4

The Hub

Blue Badge Parking

Main Entrance

Windsor Building

Carpark 12

Founders' Dining Hall

South Quad

Blue Badge Parking