

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 6.

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 7

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 – Wednesday 15th 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 2022 Conference – Thursday 16th June		
Event	Time	Location
Delegate Registration	From 08:00	Windsor Building
Conference	08:45 – 17:30	Windsor Building
TriCyCIS 2022 Post Conference Cyber Dinner – Thursday 16th 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 microsite at www.tricycis.uk

Exhibit Space

There will be some Pull-up Banner exhibitor space at TriCyCIS 2022. Spaces can be booked on line via the conference website www.tricycis.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.

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 TriCyCIS 2022 conference. Log-in details will be available on the day.

All Pull-up Banner stands are required to be set up BEFORE registration opens at 08:00 on 16th June. For this reason, we have arranged access to the Windsor Building from 18:00 onwards on the evening of 15th 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 16th June as delegates and visitors start to arrive.

Informal Drinks Reception & Cyber Presentation – 15th June

Exhibitors, any VIP guests or delegates arriving on the evening of Wednesday 15th 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 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.

TriCyCIS 2020 Conference Registration – 16th June

Delegate Registration for TriCyCIS 2022 will open at 08:00 in the Windsor Building. The desk will also be open from 18:30 on 15th June for conference pre-registrations.

Post Conference Dinner – 16th 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 (15th June - evening) – smart casual
- Conference – Business Suit (16th June - day)
- Post Conference Dinner (16th 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. Whilst availability is on a “first come first served” basis, there will be plenty of rooms, so there shouldn't be any problems.

Premium double en-suites will be in Butler Hall (£96 Bed & Breakfast for single occupancy and £123 for double occupancy) and Single en-suites in Reid Hall (£76 Bed & Breakfast per person).

Bookings are made directly with Royal Holloway via this link: <https://venue-booking.royalholloway.ac.uk/BnB/>. Be aware that NO accommodation bookings are being accepted until early in the new year 2022, at which time a special TriCyCIS 2022 event code will be made available.

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

For those people who had already booked and paid for on-campus accommodation for the postponed TriCyCIS 2020 event, these have been carried forward to the June 2022 date, or a refund processed – in accordance with individuals' expressed preferences.

Internet Access:

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

Health & Safety:

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

You are required to acknowledge that you have read and understood any venue specific Fire Safety Regulations, which may be provided to you.

You are required to conform to any additional health and safety protocols necessary to meet any venue specific Covid regulations 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.

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.

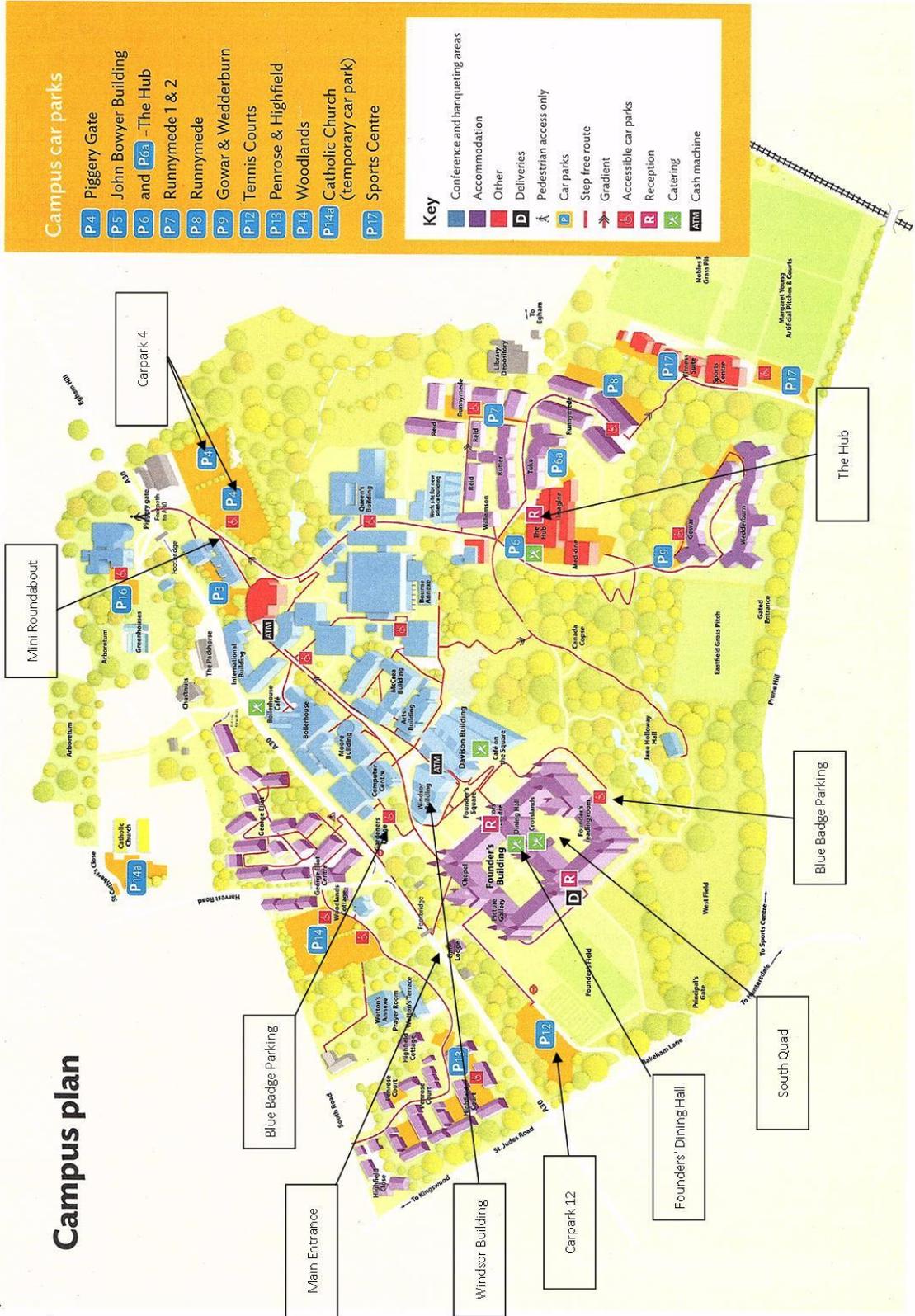
We will try to make presentations available post conference, but only if individual presenters agree to that. These will be sent only to the people requesting them and so won't be downloadable from the website.

Contact Details:

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

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

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
D	Pedestrian access only
P	Car parks
→	Step free route
↘	Gradient
R	Accessible car parks
X	Reception
C	Catering
ATM	Cash machine