



Engineering Professors' Council ANNUAL CONGRESS 2018



Joining instructions

LOCATION

The Congress is being held at Harper Adams University, and is based in and around the Weston Building which is at the centre of the campus, which is building 15 on the plan below. This plan can also be found at www.harper-adams.ac.uk/documents/campus-plan.pdf.

Registration will be from 2.45pm on Monday 14th May in the Weston Building or from 8.30am on Tuesday 15th and Wednesday 16th May. Other directions will be provided during the event.



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GETTING HERE

Full directions can be found at www.harper-adams.ac.uk/general/find-us.cfm

If you are arriving by car:

- Before you arrive on site please follow the car parking instructions in the below link:
<http://www.harper-adams.ac.uk/general/visitors/>
- You will be directed to the Weston Car Park, which is identified as orange (C2) on the campus plan. This car park has been reserved for the duration of the event and there are no parking charges.

If you are arriving by train:

- Collections from Stafford Station forecourt in vehicles with the Harper Adams logo have been arranged at the following times on Monday 14th May: 1230, 1405, 1505, 1635, 1735
- If you have previously provided us with your arrival time, the vehicles above know to expect you and will wait for a short while after the due arrival time of your train. Please note, in order to minimise the journeys, the vehicle will sometimes be picking up delegates from more than one train and so there may be a short while before the minibus leaves.
- If you have not informed us of your arrival, feel free to get a lift in the minibus if there is space available. If not, preference will be given to the delegates whose names the driver will have been given.
- Should you arrive at other times, taxis are available from the station.
- Harper Adams University is also close to Telford station (from where you can catch a taxi), but please note, collections are being organised from Stafford only.
- Vehicles have also been arranged to transport delegates back to Stafford station only on Wednesday 16th May at the following times: 1130, 1300, 1400, 1600

ACCOMMODATION

- You have opted to stay in accommodation on the Harper Adams campus.
- The keys and information will be provided to you at registration.
- If you arrive outside of the registration periods key collection will be arranged via the Congress Convenor Dave Allan (07813 805264), and/or during office hours via the Short Course Office located in Aspire Centre, Room AC1.
- If you are arriving after hours or need access support after hours you will be able to gain access through contact with security in the Porters Lodge. If the lodge is unmanned there is a telephone on the wall. Press 2 and this will connect you directly with the security guards mobile phone, if any problems arise his mobile phone number is (0798-0061128). He will then return to the lodge to issue you keys. It is however advisable to ring with an estimated time of arrival either on his mobile no. or the landline no. of 01952 815321.



APP

Please download the EPC Congress App – your portable guide to the programme and activities. It is available for Apple iOS or Android and can be found at <http://bit.ly/EPCCongress18App>. Alternatively, scan the QR code on the left to connect directly to the App download page.

TWITTER

You can follow events at Congress and join discussions by following the EPC on Twitter at @EngProfCouncil and/or using the hashtag #EPCCongress18. Free wifi will be available at Congress via both Eduroam and a visitor network.

LUGGAGE

There will be a room available on-site to leave bags during Congress. It will be locked, but neither the EPC nor Harper Adams University accepts responsibility for loss or damage to possessions.

DRESS

There is no dress code for Congress. However, if you have arranged to attend one of the activities, such as the off-road driving, please be aware that these activities can get muddy and it would be suitable to wear appropriate sturdy footwear. In the event of rainy weather, Wellingtons may be suitable for visiting the hands-free hectare, but are not necessary.

CONGRESS DINNER

The Congress Dinner will take place at 7.30pm on Tuesday 15th May in the Queen Mother Hall (25). A drinks reception will be held beforehand in the Weston Building (15). Delegates usually dress smartly, but it is **not** a black tie dinner.

SPECIAL AND DIETARY REQUIREMENTS

You should have already received a link to the online form for any special requirements. If you haven't completed it, you should have received a reminder. If, however, you haven't notified us of your needs, please do get in touch using the details below as soon as possible.

CONSENT

We will be taking photographs and making audio-visual recordings throughout Congress. When you register, you will be asked to sign to provide consent for these photographs and recordings to be used on our website as a record of the event and in promotional material for other future EPC events and activities. You will have the opportunity to refuse consent. Please ensure that you make this clear when you register. Also please be prepared to sit towards the back of the lecture rooms to help us honour your wishes.

CONTACTS

If you have any queries regarding the above then please do not hesitate in contacting the Congress Convenor Dave Allan, the Harper Adams Conference office or EPC Chief Executive Johnny Rich on the numbers below.

Congress Convenor:	Dave Allan: 07813 805264	
Short course conference office:	Tel: 01952 815324 / 815300	E-mail: scco@harper-adams.ac.uk
EPC Chief Executive:	Johnny Rich: 078 1111 4292	