

## **Introduction**

Conferences & Events are pleased to welcome you and your proposed event to the University of Sussex. We hope that this guide to organising a conference with us will prove useful and informative, but should you have any further questions or wish to clarify any points, please do not hesitate to contact us.

The guide is by no means definitive, but we hope that it covers most of the issues and questions you will have in the initial stages of planning your event. This in no way, can act as a substitute for regular contact with the Conferences & Events team, as we are always happy to answer questions, provide additional information, and advise (or direct you to someone better placed to advise you) on any aspect of your event.

Should you wish to view any of the facilities, a member of the Conferences & Events team would be only too pleased to show you around the campus. It should be noted that access to most areas (particularly meeting space and residential accommodation) is easier to arrange outside term-time, when it is in less demand from the students.

Should you have any comments about the guide or the information contained therein, we would be very happy to hear from you.

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