

Joining Instructions Template

Thank you for registering for the **[name of conference]** conference to be held from **[date]** to **[date]** at the University of Sussex. Below you will find important information to help you get the most out of the conference. A conference programme has been included for your information, along with a 'Find US' travel leaflet, which includes a map of the campus.

Getting to the University of Sussex

The University of Sussex is located approximately five miles from the centre of Brighton.

By Train

Falmer station is on the main Brighton to Eastbourne, Hastings and Lewes lines with services running every 15 minutes in both directions during the day. The station is located on the south side of the A27 dual carriageway, with the University campus to the north. The pedestrian exit from the station is on level ground and a footpath leads downhill to the underpass with a gentle uphill walk to the University main entrance on the other side. Here there is a bus stop from which buses depart to Brighthelm with stops at Sussex House, Pevensey 1, Shawcross and Bramber House, free of charge. Alternatively you may prefer to walk through the campus to your residential accommodation or conference registration area **[located in name]**.

Journeys from Falmer station to Lewes are approximately five minutes and to Brighton are approximately ten minutes.

By Taxi

If you have luggage you may prefer to take a taxi from Brighton, Lewes or Falmer Station and be taken directly to the building of your choice. There is no taxi service at Falmer station. Local taxi firms include Brighton Streamline (01273 747474), Southern Taxis (01273 205205), and Lewes Taxis (01273 483232). From central Brighton or Lewes, a taxi will take approximately 20 minutes and cost around £12.

By Bus

Services 23, 25, 28, and 29 run from central Brighton, stopping at the campus entrance by Falmer House, Sussex House, twice on the North South Road, Bramber House and Brighthelm Porter's Lodge, then Swanborough, Boiler House Hill outside the Mantell Building and finally on the Eastern Ring Road before leaving campus. Services are every 10-15 minutes Monday to Saturday daytime and every 30 minutes in the evenings up to 23:00. An hourly service follows the same route on Sundays.

By Air

From **Gatwick Airport**, take the train or bus to Brighton. Change at Brighton for either the train, bus or a taxi to the University as detailed above.

From **Heathrow Airport**, take the train or bus to Brighton. Change at Brighton for either the train, bus or a taxi to the University as detailed above.

From **Stansted Airport**, take the train or bus to Brighton. Change at Brighton for either the train, bus or a taxi to the University as detailed above.

By Car

The University of Sussex campus is located about four miles (six kilometers) east of Brighton or 3 miles west of Lewes on the A27. Take the junction marked Falmer/University of Sussex (B2123) and follow signs for the University of Sussex. We advise use of the [detailed campus map](#) to easily make your way to the event / accommodation. Car parking is available on site and the Bramber House postcode (which is central to most buildings) is BN1 9QU if you are using Satellite Navigation.

Car parking permits are **£2.00/free of charge (delete as appropriate)** and are available on request. Permits are valid for the duration of the conference and will allow you to park in any car park on campus. These are marked on the campus map.

Your Accommodation

(delete paragraph as appropriate)

During your conference, your accommodation will be in **Lewes Court** located at the northern end of campus. On reaching the access road to car park P9, go past the first block of residences (built of multi-coloured bricks), and look for the first of two further blocks built of plain bricks with grey window frames. There is a paved courtyard in front with a distinctive curved-roof cycle shed, and the entrance to Reception is in the left-hand corner of this courtyard. Keys may be collected here between **[time]** and **[time]**, or after this time from 24-Hour Reception in York House, located near Bramber House. Your conference package includes bed and full English breakfast. Details of where meals will be served will be in your bedroom when you arrive.

During your conference, your accommodation will be in **Swanborough** located in the centre of campus directly opposite Bramber House. The nearest car parks are either P6 (accessible from Boiler House Hill) or P10 (accessible from Refectory Road). Reception is located on the ground floor of block 2 (the central block). Please note that P6 involves steps down to Swanborough, whilst P10 is located on a slope. Keys may be collected here between **[time]** and **[time]**, or after this time from 24-Hour Reception in York House, located on Norwich House Road and beyond Kent House. Your conference package includes bed and full English breakfast. Details of where meals will be served will be in your bedroom when you arrive.

During your conference, your accommodation will be in **Lancaster/Kent House (delete as appropriate)** located in the centre of campus next to Bramber House. The nearest car park is P10 (accessible from Refectory Road). Reception is located in **York House**, on the left-hand side of the York House entrance foyer. Keys may be collected here between **[time]** and **[time]**, or after this time from 24-Hour Reception in York House, which is opposite the building entrance. Your conference package includes bed and full English breakfast. Details of where meals will be served will be in your bedroom when you arrive.

Please check out of your bedroom by 09:00 hours on **[date/day of departure]**. Should you require luggage storage, please follow the instructions provided by your organiser.

Mobile phone reception in the accommodation can be 'patchy' depending on your provider.

Every bedroom has a telephone which can be activated to make/receive external calls by registering your credit or debit card. Further details on how to use the phone are available from your accommodation reception.

Conference Registration & Sessions

Registration for the conference will be open from **[time]** to **[time]** and located in **[building and room]** on **[date/day]**. If you arrive once registration has closed, please **[details on how to contact the organiser or register the following day]**.

Conference plenary and break-out sessions will be taking place in **[building and room]**.

Coffee breaks and lunch will be served in **[building and room]**.

Off Campus Activities

The following off campus activities have been scheduled during the conference:

[date] [time] [location]

[date] [time] [location]

[date] [time] [location]

Useful Telephone Numbers during the Conference

During your conference, the following telephone numbers may be helpful:

Conference Organiser: **[organiser's mobile number] (optional)**

University of Sussex Conferences & Events: 01273 678678 (choose option 2)

24-Hour Reception: 01273 678323

24-Hour Security (in event of an emergency): 01273 873333 (x3333 if from an internal phone)

For further details about the conference, please contact:

[Conference organiser's details]

After Your Conference

Should you find that you have misplaced any of your belongings when you arrive home, please contact your conference organiser. Conferences & Events will email the organiser with a list of all lost property from the conference within a few weeks. If your item has been found, the organiser will contact Conferences & Events to arrange for its return.