

## **Networkshop42**

**1-3 April at University of Leeds**

### **Essential Notes for Delegates**

#### CONFERENCE VENUE

Networkshop42 will be held at the University of Leeds. Links to the University's website for further information on the locations we will be using and the city in general, including travel and site maps, can be found by following the link to:

[http://www.leeds.ac.uk/info/20014/about/157/how\\_to\\_find\\_us](http://www.leeds.ac.uk/info/20014/about/157/how_to_find_us)

Interactive campus map: [http://www.leeds.ac.uk/site/custom\\_scripts/campus\\_map.php](http://www.leeds.ac.uk/site/custom_scripts/campus_map.php)

All plenary sessions will be held in the Conference Auditorium and the exhibition will be held in the Edge Sports Centre building. Parallel sessions will be held in the Roger Stevens Building a short distance from the main conference facilities.

Lunches and the Tuesday drinks reception (with finger buffet) will be taken in Exhibition Halls 1 and 2 in the Edge Sports Centre

The Edge can offer delegates use of its facilities at a discounted rate of 50%. The facilities include:

Swimming Pool - £2 per session

Gym - £3.75 per session

#### ACCOMMODATION WILL BE PROVIDED IN HOTELS NOT ON CAMPUS

All delegates will be accommodated in either the **DoubleTree by Hilton Leeds City Hotel** or the **Hilton Leeds City Centre**.

Please check the Joining Instructions email for the name of which hotel you have been allocated.

##### Check-In

Rooms will be available after 3.00pm for check-in on the day of arrival. Luggage may be stored in the hotel's luggage store if you decide to call at the hotel before check-in time.

##### Departure

Delegates must vacate their bedroom by midday on the day of departure. On departure keys are to be deposited at the hotel reception. The hotels will have a luggage store available for delegates.

### **DoubleTree by Hilton® Leeds City Centre Hotel**

DoubleTree by Hilton® Leeds City Centre is situated on Granary Wharf between Liverpool Canal and the Leeds Railway Station.

<http://doubletree3.hilton.com/en/hotels/united-kingdom/doubletree-by-hilton-hotel-leeds-city-centre-LBACCDI/index.html>

Enjoy contemporary guest rooms with the latest technology features including in-room iMac with TV and free WiFi. The DoubleTree also has a small gym.

**Please note:** There is VERY limited car parking at the DoubleTree by Hilton Leeds City Hotel. Please see the hotel's website for further information.

### **Hilton Leeds City Centre Hotel**

Hilton Leeds City Hotel is steps from Leeds Central railway station.

<http://www3.hilton.com/en/hotels/united-kingdom/hilton-leeds-city-hotel-LEEHNHN/index.html>

Enjoy a 32-inch LCD TV in a stylish guest room and free WiFi. The Hilton Leeds City has a larger gym and a swimming pool.

The Hilton Leeds City Centre Hotel has a car park for 80 cars. Please see the hotel's website for further information.

**Please note:** The facilities are available for delegates to use but only at the hotel to which they are registered i.e., those staying at the DoubleTree cannot use the facilities at Hilton Leeds City and vice versa.

Towels and toiletries are provided at each hotel and each room is equipped with a telephone, complimentary Wireless Internet connection, and tea/coffee making facilities. A choice of continental or full English breakfast will be available in the hotel restaurants. The DoubleTree by Hilton can offer a 'grab and go' breakfast if pre ordered the day before.

Both hotels are also offering a 'partner' rate of £15 per night B&B payable to the hotel upon departure. If you would like to bring your partner/spouse to stay at the hotel then please email [Networkshop@ja.net](mailto:Networkshop@ja.net) and we can arrange this.

Should you require assistance with your accommodation at any time during your stay, contact the Reception Desk in your hotel.

Please inform the Networkshop Coordinator, in advance of your arrival, of any difficulties you may have in the unlikely event of an evacuation (e.g. hearing or walking difficulties) so the hotel and University staff can be alerted.

## CAR PARKING ON CAMPUS

There is **very limited** car parking in visitors' car parks on campus and it is charged at £5.00 per day. There is additional parking nearby at the Woodhouse Lane multi storey car park (24 hours). For further information please follow this link:

<http://www.visitleeds.co.uk/Leeds-Woodhouse-Lane-Car-Park/details/?dms=3&venue=2199527>

There is dedicated parking on campus for disabled drivers so please let us know in advance if you require disabled parking.

## BICYCLE PARKING

There is provision for parking bicycles close to the conference spaces but please note all bicycles left will be at the owner's own risk.

## CONFERENCE REGISTRATION AND INFORMATION

The Conference Registration & Information Desk will be located in the foyer by Conference Auditorium 1, adjacent to the Sports Centre. Delegates and speakers should register here on arrival for the conference.

The Networkshop42 registration desk will be staffed as follows:

Monday 31 March	4.30pm - 6.00pm
Tuesday 1 April	9.00am - 7.00pm
Wednesday 2 April	8.30am - 6.00pm
Thursday 3 April	8.30am - 1.30pm

## EARLY / LATE ARRIVALS

Delegates arriving on Monday can register for Networkshop as detailed above.

## TRAVEL BETWEEN HOTELS AND CAMPUS

Please note we are NOT providing transportation between the hotels and the University campus, as it is approximately a 15 minute walk and there are plenty of public buses that service the route. Please let us know in advance if you have mobility issues that would make this difficult for you.

## Walking Directions

Come out of the station into City square; with the Queens Hotel behind you, walk straight up Park Row. Continue up Park Row until the first major junction at The Headrow. Turn left along The Headrow, cross over The Headrow and then take a right onto Calverley Street. Continue up Calverley Street until you reach South Entrance. Pass through the barrier at South Entrance and you will see The Edge in front of you. Follow the signage for delegates.

## Public Buses

There is also a city bus (<http://www.wymetro.com/BusTravel/Leeds/>) which stops at the bus and train stations and the southern end of campus (near the back of Leeds General Infirmary A&E, stop 8 and stop 9) every 10 minutes from 6.30 am - 7.30 pm Monday to Saturday. Fare is only 50p.

## MEALS & REFRESHMENTS

Breakfast will be served in the hotel restaurants from 6.30 - 10.00am. Please note sessions on campus will start at 9.15am!

Mid-morning and mid-afternoon refreshments will be served in the Exhibition areas.

A buffet lunch will be served each day on the Tuesday, Wednesday and Thursday – in Exhibition Hall 2. Desserts, coffee and tea after lunch will be served in the Exhibition Hall 1 on the Tuesday and Wednesday.

Delegates who have to leave immediately after sessions finish on Thursday may order a packed lunch to take with them. Please order this in advance of the event, or through the Conference Information Desk no later than 1.00pm on Tuesday.

Please note that dinner is NOT included on Monday or Tuesday nights but the hotels have their own restaurants and there are plenty of other eateries in close proximity.

## EXHIBITOR DRINKS RECEPTION AND FINGER BUFFET

On Tuesday evening you are invited to a Drinks Reception and Finger Buffet with exhibitors, 5.30pm – 7.00pm.

Please note we are NOT offering a full evening meal on the Tuesday this year as we thought delegates might like to explore Leeds City Centre or take part in the Networkshop42 Pub Quiz, kindly sponsored by IP Performance, close to where the accommodation is located. We also recognise that our exhibiting companies often like to extend hospitality to some of our delegates on the Tuesday evening and this new arrangement will give greater flexibility and cut down on the food waste.

## TUESDAY NIGHT PUB QUIZ (KINDLY SPONSORED BY IP PERFORMANCE)

IP Performance is pleased to be sponsoring our annual Networkshop Tuesday night event for the ninth time. All delegates are welcome, it will start at around 7.30 pm at 'The Hop' (in the upstairs Mezzanine area), The Dark Arches, Granary Wharf, Dark Neville Street, Leeds LS1 4BR; tel: 0113 243 9854. It's a five minute walk from the Hilton Leeds City Hotel and just across the courtyard from the DoubleTree by Hilton Hotel. There will be free drinks (14 different ales to try) and nibbles until closing time, plus an informal handwritten pub quiz with prizes. There is no obligation to enter if you would rather come along and chat to other delegates instead. Please stop by their stand (Stand 8) on the Tuesday to pick up a 'free drinks' ticket which you'll need to present to bar staff each time.

## BARS

There are bars within both hotels and being located in the city centre delegates will have access to plenty of pubs, clubs and restaurants.

## CONFERENCE DINNER

On the evening of Wednesday 2 April, the Conference Dinner will be held at the Royal Armouries.

Coaches will ONLY pick up from the Hilton Leeds City Centre hotel. Please make sure you are ready to get on the coach shuttle between 6.45 and 7.00pm. If you are staying at the DoubleTree hotel please make your way to the Hilton Leeds City Centre which is about a three minute walk over the bridge.

The drinks reception will take place amidst the exciting exhibits in the Oriental Gallery. Dinner will then be served in the banqueting suite.

Dress code for the Conference Dinner is smart casual.

A cash bar will be available for the purchase of drinks during and after dinner in the banqueting suite.

Every year we find there are some who prefer to make their own arrangements for dinner on the Wednesday night – if you wish to opt out and did not do so on the booking form, please send an email to [Networkshop@ja.net](mailto:Networkshop@ja.net), or sign the list at registration when you arrive.

## AFTER DINNER SPEAKER

Our after dinner speaker is Matt Parker, a stand-up Mathematician. Watch a YouTube clip to get a flavour of his type of comedy and material:  
<http://www.youtube.com/watch?v=RP8jepN3zMc>

Follow him on twitter Matt Parker @standupmaths

## SMOKING

This is a 'NO SMOKING' conference. Please refrain from smoking within any of the University buildings. The University also operates a no smoking policy in all buildings but there are designated smoking areas around campus.

## FACILITIES ON CAMPUS

There is a post box in the Student Union and stamps can be purchased from here. Cash points and a Post Office are not available on campus but there will be plenty close the hotels in the City Centre.

## CONFERENCE PROGRAMME

Programme can be viewed at: <https://networkshop.ja.net/events/networkshop42/programme>

All plenary sessions will take place in Conference Auditorium I.

The exhibition and catering (except the Conference Dinner) will take place in Exhibition Halls 1 and 2.

Please note the exhibition opens at 11.00am on Tuesday 1 April. The conference opens at 1.45pm on Tuesday 1 April. Lunch on Tuesday is included and will be served from 12.00pm in the Exhibition Hall 2 with desserts and coffee being served in Exhibition Hall 1.

## PRE NETWORKSHOP EVENTS

Janet Training course, Monday 31 March 10am to 4.00pm.

Location: Meeting Room X in the Worsley Building

'Effective Identification and Management of Security Incidents'

If you have booked to attend this course you will be sent additional joining instructions by Janet Training. Please note this course is now fully subscribed.

802.1x Meeting, Monday 31 March

Location: Meeting Room Y in the Worsley Building

DNSSEC Forum, Tuesday 1 April

Refreshments will be served in the foyer of Conference Auditorium 1 from 9.30am and you may register for Networkshop in this area too. The forum will commence at 10.00am in the Roger Steven's LT17

Introduction to Networkshop, Tuesday 1 April at 11.45am

Location: Room X and Y in the Worsley Building

## ONLINE CONFERENCE AND EXHIBITION GUIDE

Please take time to read through this as it contains essential information to help you enjoy your stay. Conference Programme, Speaker profiles and abstracts will be included, plus details about exhibiting companies.

In addition, you will be given an easy-reference pocket guide to help you find your bearings and select sessions you wish to attend. Every year we strive to improve the information and handouts we give you at Networkshop according to requests and suggestions made in feedback forms. Further details will be available at the event.

## NWS MOBILE

The Networkshop42 tablet and mobile app will be available before, throughout and after the conference across all platforms and operating systems. It will provide full programme listings, latest news, photos, maps, exhibitor and speaker information plus much more. It will be continually updated and is available to assist delegates within every element of Networkshop42. To access the app please visit:

<http://webmedia.company.ja.net/content/nws42/index.html>

## NETWORKSHOP LIVE

This year Networkshop will be accessible to those who cannot attend in person via the Networkshop Live microsite. Plenary sessions will be streamed LIVE with simultaneous video and slides PLUS all sessions will be available to view on-demand shortly after their completion. Registration to view will be completely free and give complete access to all sessions (subject to speakers approval). This will be provided by First Sight Media Ltd.

## TECHNICAL COMMUNICATION

### On campus

eduroam is available wirelessly on campus in all conference areas.

PCs with Internet access will be available to all delegates in the Delegate Lounge located in Exhibition Hall I.

There are also open access PC clusters and cafes across campus equipped with internet enabled PCs. A username and password will be required to log-in to these facilities; these will be issued on registration at the Conference Information Desk located in Conference Auditorium foyer.

### Hotel technical provision

Complimentary WiFi will be available in the hotel accommodation but please note eduroam will not be available in the hotel bedrooms.

## EMERGENCY PROCEDURES

### In the hotel

In the event of a medical emergency taking place in the hotel please contact hotel reception or dial 999 and then notify reception that an ambulance is on its way. Please read the hotel's emergency procedures when you enter your bedroom and make yourself familiar with your emergency exit route.

### On campus

If a medical emergency arises on Campus please notify University Security as they ask that only they call ambulances to the Campus. This is due to the multiple entrances and barriers. The University emergency number is 0113 343 2222 from a mobile or landline and 32222 from an internal phone. Most porters are First Aid trained.

If the alarm sounds in either the hotels or on the University Campus then please follow evacuation procedures given by local staff.