

HOSPITALITY

at



Venue  
Reading

# Delegate Information

Conferences & Events at the Palmer Building



Dear Delegate,

Thank you for booking to attend an event at the University of Reading. We would like to take this opportunity to provide you with more information prior to your visit.

The safety and wellbeing of our guests, as well as our staff, service providers and the wider community, is of immense importance to us. We are continuing to work with some COVID-19 measures across our venues.

Please read through the information on our website where we have detailed [our response to COVID-19](#).

## EVENT LOCATION

### Palmer Conference Centre, Whiteknights Campus

The event is being held in the Palmer Conference Centre (building number 26) on the University of Reading Whiteknights campus.



You can take a tour of the Palmer Building here: [hospitalityuor.co.uk/venue-reading/virtual-tours/](https://hospitalityuor.co.uk/venue-reading/virtual-tours/)

## GETTING TO THE UNIVERSITY

### Transport and Travel:

Detailed information about how to get to the University of Reading can be found here: [reading.ac.uk/findus](https://reading.ac.uk/findus)

### By Car:

The Whiteknights campus is approximately 1.5 miles from the M4 motorway.

Sat nav postcode for Shinfield Road and Pepper Lane entrances: RG6 6UR

### Car Parking:

If you are travelling by car, please use Car Park 1a at the Shinfield Road entrance to the campus (Sports Park).

If the event is taking place between 9am and 5pm on a weekday, please print off the parking permit you will have been sent by your organiser and display in the window of your vehicle. If the event is taking place during the evening after 5pm or over a weekend you do not need a parking permit anywhere on campus.

Failure to display a parking permit can result in a penalty notice being issued via an external company that the University are unable to cancel or refund.

### By Train:

Reading train station is a mainline train station and is easily accessible from most other places in the UK. There are direct rail links from many major cities, including Birmingham, Manchester, Glasgow, Cardiff, Bristol, and Exeter, as well as several routes through London. If you are travelling from or via London, the quickest route to take is from London Paddington station as you can be in Reading within 20 minutes. You can find the latest information regarding travelling by train during COVID-19 on the GWR website: [gwr.com/safety](https://gwr.com/safety).

## By Bus:

Local buses, come directly through campus, and taxis run from outside Reading train station – please see [reading-buses.co.uk](http://reading-buses.co.uk) for current timetables. A single ticket from the town centre to campus is approx. £2, and a return ticket is approx. £4. Please ensure you have the correct fare as the bus driver cannot give change, contactless payment is now available. For information relating to travel by bus during COVID-19, please see this link: [reading-buses.co.uk/Coronavirus](http://reading-buses.co.uk/Coronavirus).

## From the Airport:

Reading is well connected to both London Heathrow and London Gatwick airports. A direct bus service runs between Heathrow airport and Reading station. Buses run every 30 minutes, during the day, and take about 40 minutes. For more information, please visit the [RailAir website](#). A direct train service runs between Gatwick airport and Reading station. Trains run once an hour during the day and take about 75 minutes. For more information, please visit the [National Rail website](#).

# ACCOMMODATION INFORMATION

Please check with your organiser if accommodation is booked for you. This information is only relevant if you are staying on the University Campus.

Based in the heart of Whiteknights Campus, The Cedars Hotel is our all-year-round hotel with 36 en-suite bedrooms, making it ideal for conference delegates. If you are interested in making a booking, please contact The Cedars Hotel on 0118 378 8906 or email, [thecedars@reading.ac.uk](mailto:thecedars@reading.ac.uk).

## Check in info for the Cedars Hotel:

Cedars Reception is situated in Park House, and it is open Monday to Friday 09:00 to 18:00. A sign in the hotel front door indicates if the reception is open or closed. Check in time is 2pm and check out time is 10am.

For out of hours Check-ins, please contact Campus Security using the intercom on the Cedars Hotel front door. They will allow you access to the Hotel and tell you which room you are staying in. The door to your room will be open and the room key, key-card for the front door, car park permit will be on the desk. For out of hours Check-outs, just drop your key in the black box situated on the staircase between the ground and the 1<sup>st</sup> floor or leave the key on the desk in your room.

For all enquires please contact Reception on 0118 378 8906 or Campus Security out of hours using the intercom or dialling 7799 from the phone in your room.

Housekeeping services are limited during the weekends, please let us know in advance any requirements you might have such as extra towels, linen, tea bags, shower gel, etc.

The Hotel does **NOT** have a lift and the rooms are allocated in the first and second floor.

The rooms are provided with bed linen, extra blanket/pillow, towels, toiletries, and coffee & tea. The rooms contain a wardrobe, a desk with one chair, mirrors, reading lamps, hairdryer, cool fan, and TV. Water-coolers and ironing facilities can be found at the end of both corridors.

Due to the medium/small size of the rooms no space for extra beds is available. The twin room bathrooms are set for disabled guests. Please note that the room doors need to be locked with the key. We do not accept responsibility for lost property.

# ADDITIONAL INFORMATION

## Catering:

Please note that a dietary option will only be provided for those who have specified a requirement for this prior to the arrival of the event. For those who have already advised of another specific dietary requirement (including allergies/Gluten Free/ Halal) these requirements will be catered for separately. If you do have requirements but have not already advised us of them, please notify the organiser of your event as soon as possible. We are unable to adapt catering requirements on the day of your event.

## Wi-Fi Access:

To access the free Sky Wi-Fi, you should turn on your Wi-Fi and select 'WiFi Guest' (Not UoR guest) from the available network list. Your web browser should then open, and you will need to accept the terms and once you have clicked to confirm, you will be connected to the network.

## Cash:

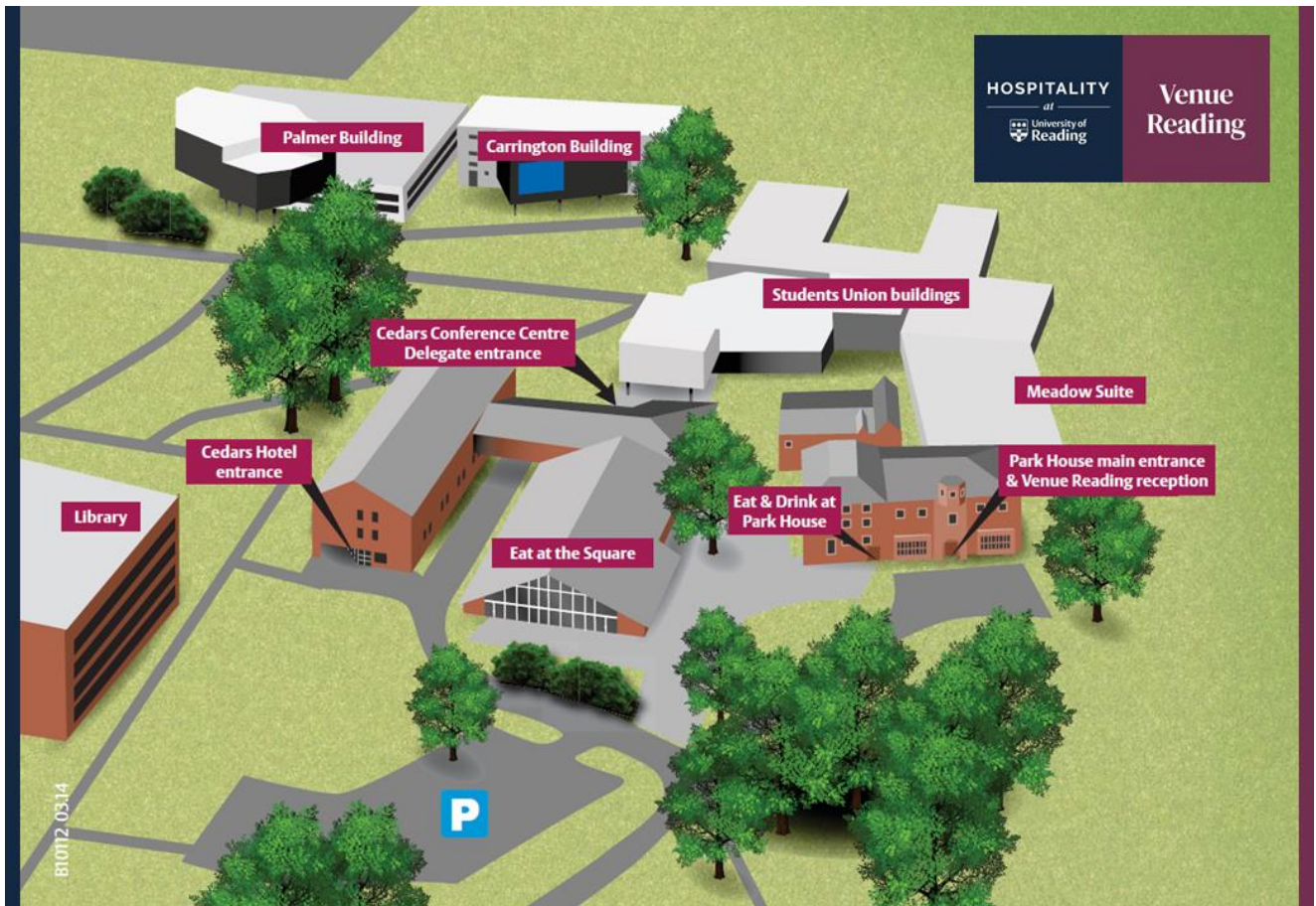
The University campus is cashless in all University outlets. There is a cash point on the Whiteknights campus. The Barclays cash machine is located below the Cedar Hotel next to the Co-op. The Co-op is the only facility on campus that accepts cash.

## Cafes/Bars:

For the latest information on opening times or bars and cafes, please see the below pages of our website

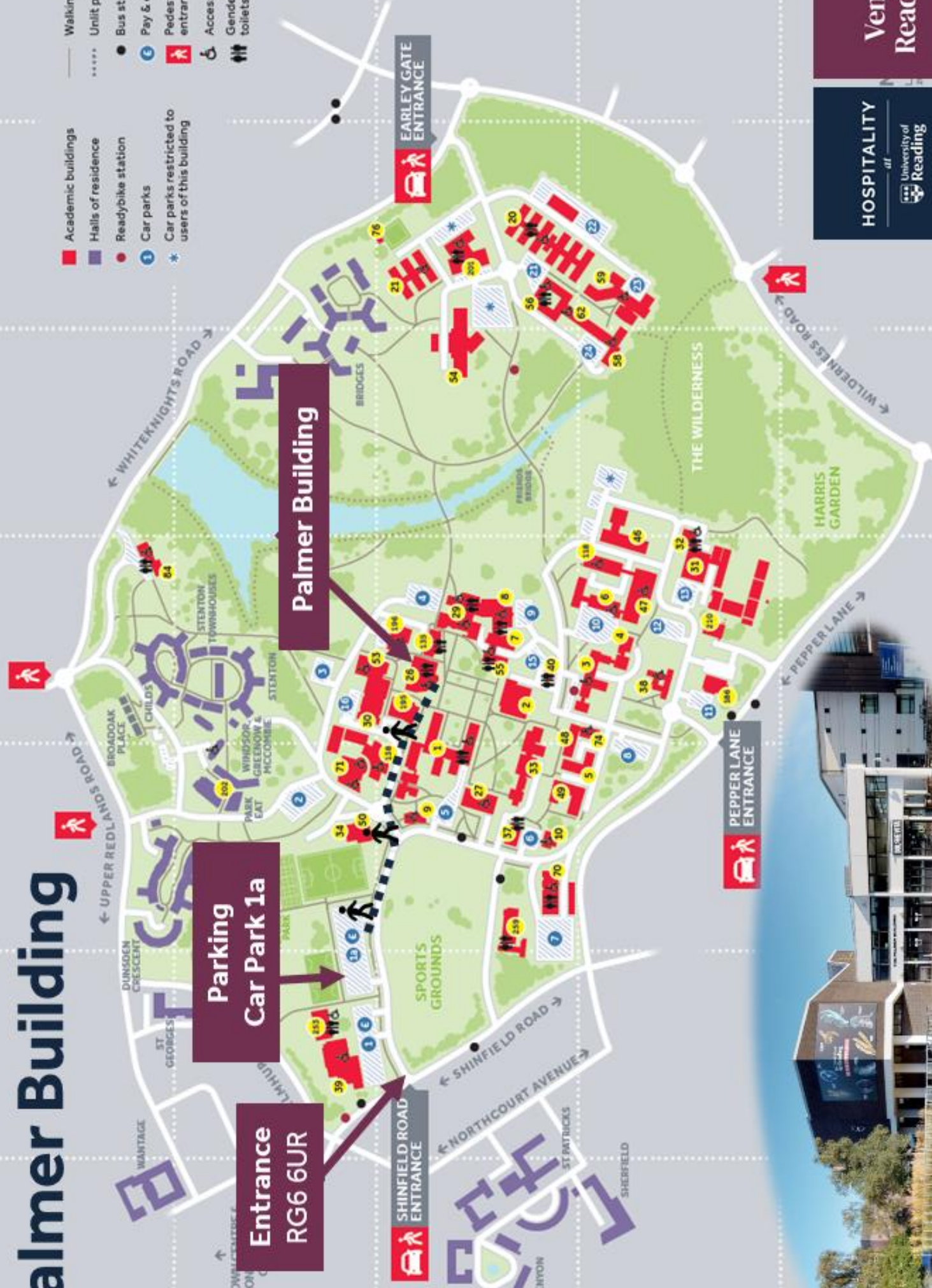
[hospitalityuor.co.uk/cafes/](http://hospitalityuor.co.uk/cafes/)

[hospitalityuor.co.uk/bars-and-pubs/](http://hospitalityuor.co.uk/bars-and-pubs/)



# Palmer Building

- Academic buildings
- Halls of residence
- Readybike station
- Car parks
- Car parks restricted to users of this building
- Walking paths
- Unlit paths
- Bus stop
- Pay & display
- Pedestrian entrance
- Accessible toilets
- Gender-neutral toilets



**Parking Car Park 1a**

**Entrance RG6 6UR**

**Palmer Building**

**Venue Reading**

**HOSPITALITY** at University of Reading

