

Frequently asked questions (FAQs)

These are a few answers to questions about the conference.

ACCOMMODATION

Can I have parking? There is no parking available except for Blue (Disabled) Badge holders.

Where is the accommodation? The accommodation is actually in Queens' College, Cambridge itself, so you are staying right in the middle of the conference venue. Queens' is a beautiful historic college dating back to 1448. The conference accommodation is in a modern block normally used for student accommodation. There are twin and single rooms. Rooms have bathrooms and tea making facilities, but do not contain televisions (they are student accommodation). Rooms are basic and clean. Delegates wanting more luxurious accommodation should book in nearby hotels. There are three recommended: The DoubleTree, the Hilton City Centre and Hotel du Vin. All are within ten minutes walk of the college.

I have allergies. Does the bedding have feathers? No, all bedding is hypoallergenic.

When can I book in for accommodation? The Lodge is open 24 hours a day. You can book in and collect your keys from the Porters Lodge anytime after 2.30pm. If you arrive earlier you can leave bags at the Porters Lodge and come back and collect your keys later.

When do I have to book out? You must vacate your rooms by 10am on the day of leaving. Luggage can be stored at the Porters Lodge and collected later if you are for instance going on the visit.

Will I have WiFi? Yes, guest access passwords are provided free of charge at the Porters Lodge. Just ask on arrival.

REGISTRATION

I want to bring my wife/partner. Do they have to pay registration? The cost of registration covers lunch, tea and coffee and the cost of the venue (ie. the lectures). If your wife/partner wants these then yes they have to register. If they just want to come and along and see Cambridge then there is no charge and you can purchase lunch/supper for them with cash.

FRIDAY DINNER

Dinner is not provided within the registration price on Friday night. You can purchase a buffet dinner for cash in dining hall, but we encourage you to break out into groups and explore Cambridge. There are many restaurants in and around Bene't Street.

GALA DINNER

I am not sure about the Gala Dinner. Can I decide on arrival? We need to order food in advance so I am afraid we need to know numbers. Thus tickets for the Gala Dinner should be purchased before arrival. A table plan will be available for inspection on Day One of the conference to check your booking. A few dinners may be available from cancellations. You can put your name on a waiting list and may be lucky.

I have changed my mind about the Gala Dinner and want to cancel. This is possible. Tell us in advance and we will cancel your dinner. If we can find someone else who wants it (see above) we will refund you in cash at the conference.

What should I wear for the gala dinner? Most people wear a jacket and tie or a dress. The dinner is not very formal and you do not need a tuxedo or black tie.

Can I come to the Gala Dinner without attending the conference? The Gala conference dinner is for those registered as coming to the conference and their guests only. You cannot just come to the dinner and not attend the conference.

Can I bring several guests to the dinner? Space is limited so we normally restrict guests to one per person registered to come to the conference. If there are exceptional reasons why you need more guests contact us.

CANCELLATION

I wish to cancel my reservation. How do I do it? All bookings online can be refunded free of charge up until a week before the conference. After that no refunds will be given as accommodation that could have been assigned to someone else has been assigned to you and copies of the proceedings will have been ordered. If you booked on line simply email the address on your receipt and ask for a refund which will be made to your credit card.

SPECIAL NEEDS/DIETARY REQUIREMENTS

I have special needs. Who can I contact about these? If you put your needs on the booking form they will be taken into account and if there is any problem with accommodating them we will contact you. The college can cater to all dietary requirements. Wheelchair accessible rooms are available. One of the conference lecture rooms is not accessible by wheelchair or lift.

DISCOUNTS

I am a speaker/member of the Lodge/member of CHS. Do I still have to pay registration fees? There is a discount for all members of the Construction History Society. Keynote speakers get their registration paid and some free accommodation. There are no other discounts. As with any normal academic conference all speakers must pay their own way. If speakers did not pay at academic conferences no one would pay registration as speakers make up 60-90% of attendees. We have deliberately kept the fees low.

PRESENTATIONS

How long can I speak for?

15-20 minutes maximum with 5 minutes for questions. Session chairs are responsible for keeping people strictly to time. If you not entirely fluent in English you can read your paper. You must read in English. People in the audience will help translate questions/answers. We encourage speakers to speak around their papers rather than read them if possible. All the delegates have a printed version of your paper, so this is an opportunity to explain its findings in more detail and shows images or diagrams that could not be printed in the paper. We recommend no more than 20 slides in powerpoint.

Please note GOOD SPEAKERS stick to time. It is not only rude to go over time, it is UNPROFESSIONAL and you are stealing other people's time. Be COURTEOUS. STICK TO THE ALLOTTED TIME.

Can I show powerpoint? All speakers are encouraged to use powerpoint (provided) need to deposit their memory sticks in the morning of their paper by 9.30am at the registration desk. All slides will then be uploaded and you can collect your memory sticks later in the day. You cannot use your own laptop. Powerpoint or PDF is fine.