

Guidance for Delegates

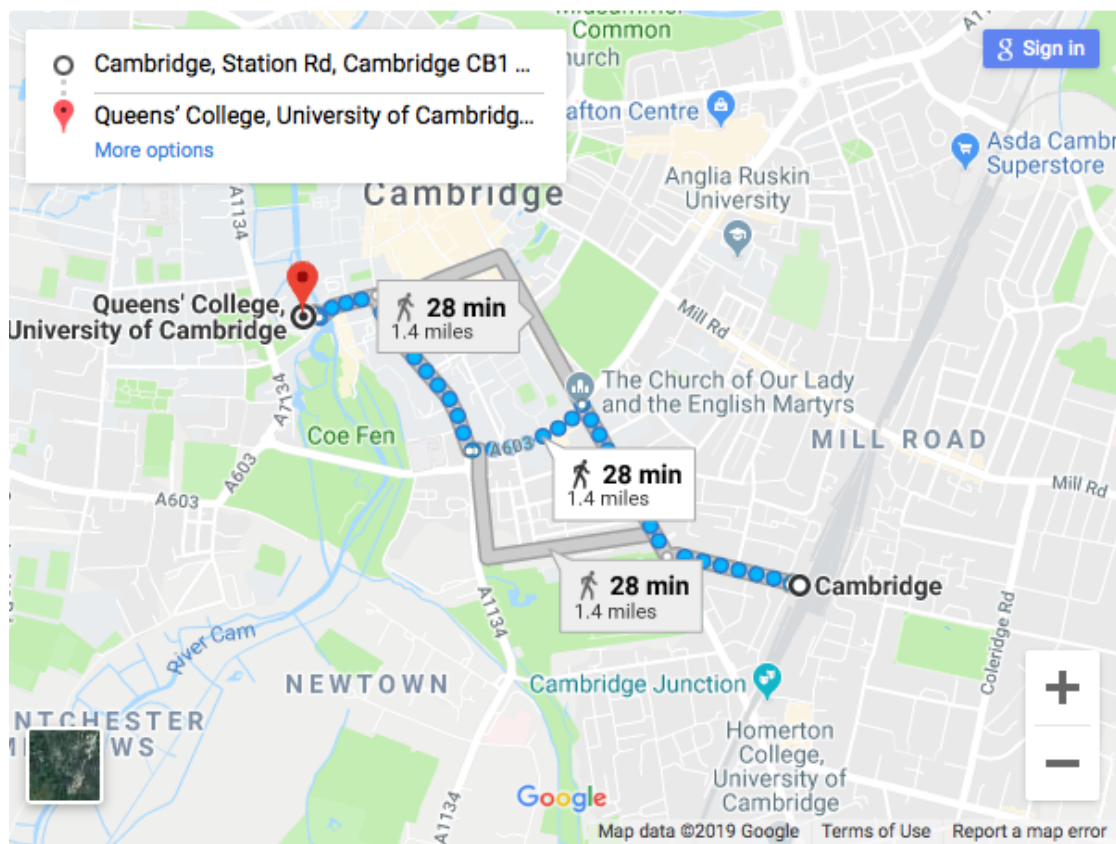
Frequently asked questions (FAQs)

These are a few answers to questions about the conference.

GETTING THERE

By Rail

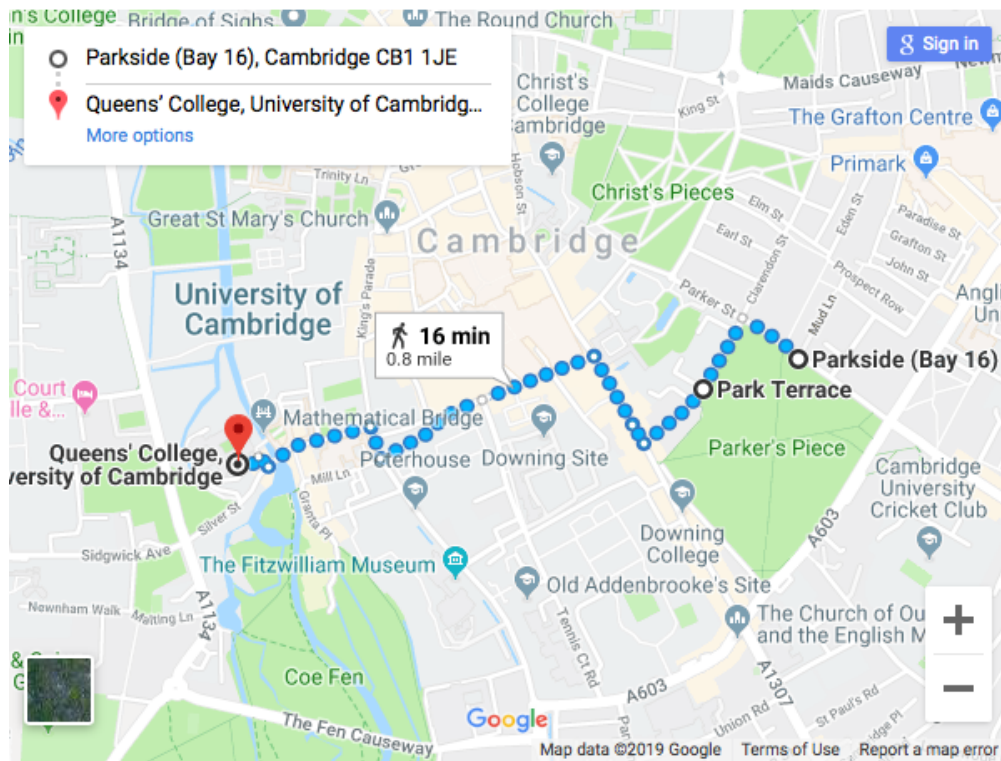
Queens is a 28 minute walk from the **railway station**. If you have luggage it is better and easier to take a taxi and it costs £5-10. If you are on a tight budget the **Universal bus route U** drops you beside the college and has an announcement at each stop.



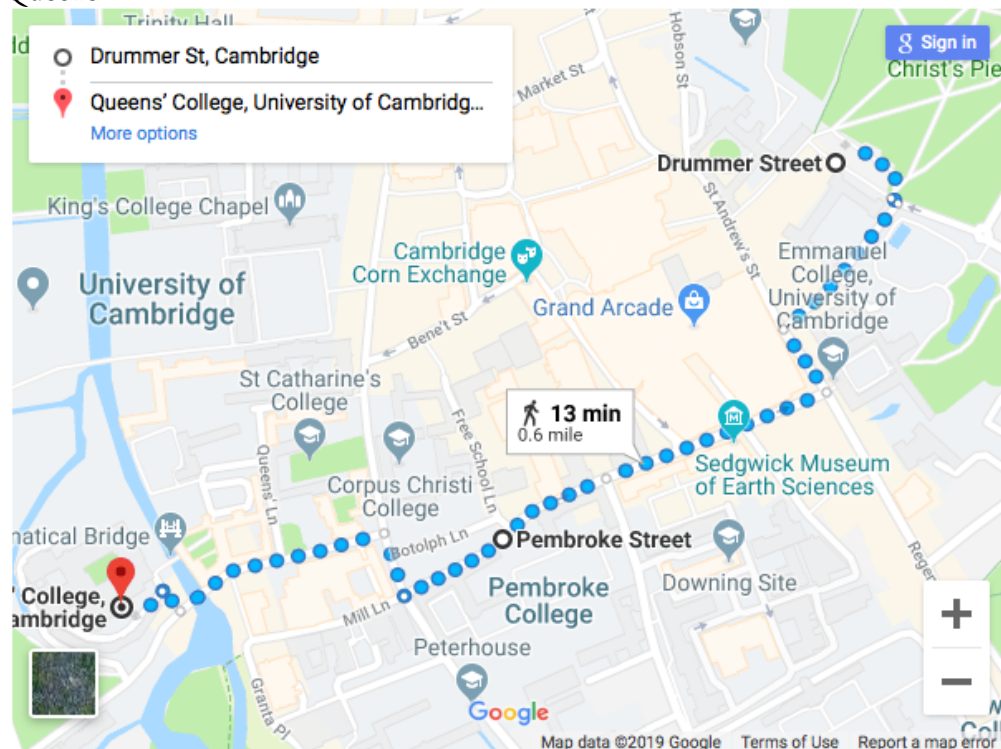
There are trains to and from **Stansted airport**. Two fast trains an hour go to London (Kings Cross St Pancras) and take 50 minutes.

There is now a train service direct to **Gatwick airport** but it is less frequent. Check times on www.trainline.com

By Bus



Coaches run to and from Gatwick, Heathrow and Stansted airports. Coaches drop you at Parkside Coach stop (above). Buses go to Drummer Street Bus Station. These are only a few hundred metres apart and it takes 16 minutes to walk from the coach stop to Queens'.



When you arrive go to the Porter's Lodge beside the river (see map below):



ACCOMMODATION

Can I have parking? There is generally no parking available except for Blue (Disabled) Badge holders. A limited number of spaces are available for exhibitors by prior arrangement.

Where is the accommodation? The accommodation is actually in Queens' College, Cambridge itself, in Cripps Court (see above). 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. 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.

When do I have to book out (leave my room)? You must vacate your rooms by 10am on the day of leaving. Luggage can be stored at the Porters Lodge and collected later.

Will I have WiFi? Yes, guest access passwords are provided free of charge at the Porters Lodge. Just ask on arrival. We have updated our wifi and there should be an excellent connection in every room.

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 on Friday night to give you an opportunity to explore the local pubs and restaurants. Head for Benet Street which is full of them.

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 must 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? Most people wear a jacket and tie or a dress.

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. 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. If you booked online simply email chs@aha.cam.ac.uk 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 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 speaker 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 minutes maximum with 5 minutes for questions. Session chairs are responsible for keeping people strictly to time. Ideally we would like to know what your paper was about and things that were not in your paper which are relevant. Remember a good speaker delivers their paper to time. Do not overrun. It is not fair on the other speakers.

Can I show powerpoint? All speakers are encouraged to use powerpoint or PDF presentations.

I send my powerpoint in advance? You need to deposit your memory stick in the morning of your 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.

OTHER QUESTIONS

Any other questions? Just email us on chs@aha.cam.ac.uk