

YCE | YORK CONFERENCES
AND EVENTS



WELCOME

TO YORK

Visitor and Delegate Information Pack

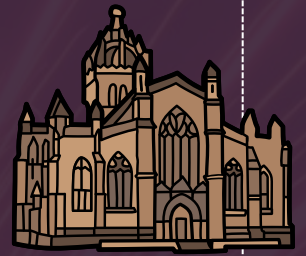


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Visitor and Delegate Information

Welcome to York

Welcome to one of the most memorable cities in the country. When you host a conference or event in York, you'll be sure that your delegates and visitors will be entertained and impressed by our amazing city. With history and culture at its core, the city centre offers a variety of famous places to visit, an extensive list of local and independent bars, restaurants, and cafes, and a bit of retail therapy too. The University of York campus also offers numerous landmarks and listed buildings, surrounded by over 200 acres of parkland and lakes. Leisurely explore our campus, where you can spot the wildlife in our wetlands and walks.



York's History



York is one of England's finest and most beautiful historic cities. The Romans knew it as Eboracum. To the Saxons it was Eoforwick. The Vikings, who came as invaders but stayed on in settlements, called it Jorvik. There's the iconic York Minster and architecture from medieval times, its magnificent Georgian town houses, and its Victorian railway station.

As you explore York you will discover that every aspect of York's modern life is inextricably linked with its past. Within its ancient, encircling walls, York's medieval streets and buildings are beautifully preserved in the historic heart of the city.

Things to do

Get lost in our historic city, where you can visit the infamous York Minster, or taking a stroll along the city walls for incredible views of the city. The Shambles is a must-visit, as one of the most recognised historic streets in England - often referred to as the best-preserved medieval street in Europe. With a bustling night life, countless attractions, ghost walks and guided tours, there are plenty of ways to explore one of the most historic and vibrant cities within the UK.



Getting here

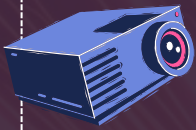


York is easily accessible, wherever you are travelling from. By train we are just 2 hours from London and 2½ hours from Edinburgh. York Railway Station offers connections throughout the UK. If you are coming by air, Manchester Airport is a 2 hour drive from York whereas Leeds Bradford International Airport is only 45 minutes away. Flights arrive from hundreds of international destinations and there are frequent direct trains to York from Manchester airport. By road we are just 20 minutes from the A1 and have easy access to the M62, M18 and M1.

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Visitor and Delegate Information

Audio Visual



A data projector and screen are available in each meeting room. Additional equipment and technical support can be booked through your coordinator. Technical support and onsite equipment is included in your day delegate and 24hr rates.

Bicycle Storage

Attached to each residential block there is a bike store. Access is with the bedroom swipecard.



Badges

You must provide participants with a conference badge to be worn throughout the event for both security and catering purposes. Please note that anyone without a badge will be turned away from catering venues and bars, so please emphasise to your guests the importance of wearing their badges at all times. If you would like to order conference badges with us, please enquire with your conference coordinator.



Cash Machines



There are cash machines and a Santander bank at Market Square on Campus West. Additionally, all Nisa's on campus now offer cashback, and all catering outlets accept card payments.

Coach Parking

Coaches can be parked on campus in pre-booked, specific bays. Please liaise with your coordinator.



Dogs on Campus



With the exception of guide or assistance dogs, delegates are not permitted to bring dogs onto campus. Should any dog(s) be found unsupervised in vehicles, with the welfare of the dog(s) paramount, the University reserves the right to remove the animal(s) by whatever means necessary.

Internet Access

There are two free wifi connections available to visitors to campus – Eduroam for those visitors from other Universities; CityConnectWifi for all other visitors. Connection for CityConnectWifi is via a social media account or by completing a short web-form.



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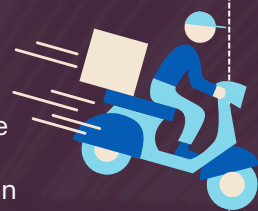
Visitor and Delegate Information

Delivery of Delegate Material/Packs

Did you know we have onsite Design and Printing services? Going through our on-campus supplier means you don't have to lift a finger, or worry about delivery options and costs. If you're looking for delegate materials, posters, or signage, speak to your event coordinator who can arrange this for you.

If you are arranging for a courier to deliver or collect any items to or from the Exhibition Centre please liaise with your coordinator prior to the event.

Due to limited storage space available, we can only accept deliveries one day prior to the start of your event, and all material should be taken away with you at the end of your event. YCE accepts no responsibility for any loss or damage to items brought on or left on the premises. We strongly recommend you take out appropriate insurance cover.



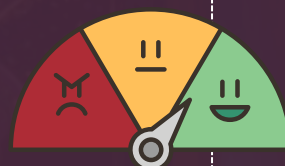
Fire Evacuation



Each meeting room and bedroom on campus has a notice detailing what to do in case of fire, please familiarise yourself with emergency exits and fire assembly points. Alarms are routinely tested and sound for approximately 10 secs, alarms lasting longer than this indicate the building must be immediately evacuated.

Feedback

Your feedback is vital to us to maintain what we do well and adjusting areas where we can improve. Please [fill in our online feedback form](#) or pass your feedback directly to a member of staff.



First Aid



Once the initial call/request has been made to either 999 or NHS 101, inform Security Services without delay to allow them to meet or guide the emergency services to the scene. For non-emergency medical support (First Aid) and in all cases please ensure that the Security Services are informed on either 01904 324444 or 01904 323333.

Postcodes and Navigation

The postal address for YCE is YO10 5DD, but if you are arranging couriers, please check which delivery address you need to include in your exhibitor pack with your conference coordinator. If you are driving onto site, please enter the following options into your sat nav / google maps:

- Car Park South and West (Exhibition Centre, James College and York Sport Centre) - James College, YO10 5DD
- Central Car Park (Central Hall, Spring Lane and Vanbrugh College) - University Road, YO10 5DD
- Field Lane or Kimberlow Car Parks - Campus East including Ron Cooke Hub and Piazza - Field Lane Car Park YO10 5GY
- King's Manor Car Park - Exhibition Square. York, YO1 7EP
- The Guildhall - St. Martins Courtyard, Coney St. York, YO1 9QL



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Visitor and Delegate Information

Insurance & Liability



You will be entirely responsible for any damage caused to University property or injury to persons as a result of your booking. You must take out public liability insurance up to £5million and familiarise yourself with our Terms and Conditions under which your contract with us is based.

Taxis

The University's approved taxi company is [Streamline Taxis](#) - 01904 656565.



Parking

Parking for visitors is only available in designated Pay and Display car parks on campus. Charges apply between 8.00am to 6.00pm Monday – Friday. Parking is free on Saturday and Sunday. [Find out more about parking on campus.](#)

For those attending King's Manor or The Guildhall, please note that there is no parking available. [Find out about parking in York.](#)



Security

Security staff are on duty 24-hours a day, 7-days a week on campus. Should you need to contact them in an emergency, please call the Security Centre on 01904 323333 or pick up the telephone at the College Reception which is linked to the Security Centre. Do not leave luggage and bags unattended, any unclaimed baggage may be considered a security threat and will be removed.



Wheelchair and Disabled Access

In line with the University's Disability Policy, we aim to provide services which are accessible to conference guests. All our service facilities are at ground floor level, wheelchair lifts are provided in café bars that have split level customer seating areas. We have a limited number of bedrooms suitable for wheelchair users on campus. Please discuss requirements with your coordinator. For those attending The Guildhall, please ensure you read their [accessibility statement.](#)

