

How/where to Find Your Accommodation, Reception, Collect Keys etc.

If you have received an acknowledgement that your Registration Form has been received and accepted (usually just an email with "Thanks" and no further comments) and you have booked Accommodation on the form, then you will need to be aware of the following:

Assuming that you have advised us of your intended arrival day and time there should be someone available to see that you get your allocated room and a key to it.

If you are arriving after 17:00 hours then you will need to go to the Reception at Block D in the old Dalriada Halls of Residence to sign in and collect a key.

If you are arriving during the day then you need to go to the Reception at Block 5 in the new Dalriada Student Village to collect your room key.

In both cases ensure that the taxi brings you to the campus via the Jordanstown Road entrance (you may need to stress this more than once) or take the short walk from Jordanstown station (clearly marked on the station platform is that this stop is for the University of Ulster) through the same entrance. Turn right after the barrier and continue down the road towards either of the above Receptions (depending on your arrival time).

One small point re the keys that is confusing - although the Blocks in the new Dalriada Student Village are numbered 1-11, apparently the keys are labelled A - K (A = block 1, B = block 2 etc.)

You can use either the entrance on block 5 or the main entrance to access the University - Block 5 is a lot nearer, especially when it is raining (but is probably shut nighttimes, especially at weekends).

Talking of rain, strongly recommend that you bring a waterproof coat, and an umbrella is also an excellent choice - it does rain a lot here!

On the first Monday there will be signs through the main parts of the University to direct you towards Registration and the Lecture Theatre (9F03) - locations are by building No, + floor + room number. Hence 9F03 = Building 9, floor F (which is the main Mall running throughout most of the University) and room 03. If you get lost or have problems ask one of the helpful security staff. Incidentally the Main Entrance is staffed day and night by security and any problems you can always go to them.

No smoking anywhere inside any building - this is the law in Northern Ireland. Outside please ensure that you dispose of any cigarette in the special bins provided. In Belfast I strongly recommend that you don't drop litter, cigarette stubs, chewing gum as on-the-spot fines are around £60 a time and now being strongly enforced!

If you have not returned your Registration Form or it has been rejected as incomplete or faulty or if I have not accepted it then there will be NO accommodation, meals, internet access, delegates bag, etc. available for you.

All Registration Forms need to be with me by the end of Thursday, 8th July as Catering, Accommodation, IT, etc. need to have your information, preferences, etc. and note that next Monday and Tuesday are national holidays in Northern Ireland so the university is shut!

One last essential thing to remember – keep all receipts, boarding passes etc. if you want to claim against them – remember NO original receipt means NO reimbursement.