

# Joining instructions

## Lead & Change 2018

University of Hertfordshire  
De Havilland Campus

24 July – 26 July 2018



## Venue and arrival

### Name and address of venue:

University of Hertfordshire  
De Havilland Campus  
Mosquito Way  
Hatfield  
AL10 9EU

### What time does registration start?

9.30am

If you arrive late for registration don't worry! We'll have the desk open until lunchtime on day one. After that just come to the Event Office in the Law Court Building – room W021

### Where should I go when I arrive?

Please head to the main entrance of the DeHavilland Building. Registration will be in the Reception area on The Street. In grid C3 in the [Campus Map](#)

### Will overnight accommodation be provided?

All accommodation provided by the NUS is on Campus in the University Halls Aldenham and Welwyn. You will receive an email confirming your accommodation.

### Are meals and refreshments provided?

All meals and refreshments are provided for the duration of the course; please see the agenda for allocated times. If you registered with special dietary requirements please make yourself known to the NUS Events staff.

### What time will the event finish?

The event will finish at 16:45 on Thursday, tbc.

### Do I need to bring anything with me?

- Parent/guardian form if under 18
  - Completed personal details form (attached)
  - Clothes and personal belongings for three days away
  - Waterproofs advisable as we can never predict the weather
  - A phone or tablet may be helpful
  - Money for any additional extras
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### What should I do if I have a problem?

Before the event please contact [events@nus.org.uk](mailto:events@nus.org.uk)

At the event if you have any problems or need advice or help please let a member of NUS staff know and they will be happy to assist you wherever possible. NUS staff will be identifiable by blue lanyards and there will also be a conference phone available for any out of hours problems/emergencies.

## Additional info

### Wi-Fi

Wi-Fi is available throughout the Venue, you can use ur eduroam details to login, if not details will be provided upon registration.

### Smoking

This is a non-smoking venue. Please use the designated smoking areas.

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## Personal details

Please fill in this form and hand it to a member of NUS staff at Registration.

Your personal information will be required in the unlikely event of any medical emergency.

Please ensure that these details are of someone who could collect you in the middle of the night – if it is a students' union staff member, please ask them if they would be happy to do this.

Personal details:	
Name:	
Date of birth (if under 18):	
College:	

In the event of an emergency please contact:	
Name:	
Emergency number:	

Do you have a medical condition that we should be aware of?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'Yes' please give details:	

In accordance with Data protection we hope you are happy for NUS to have the above information, which we only keep in paper form until the end of each training event after which all information is destroyed.

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# Travel and Directions

Additional travel information can be obtained from the following:

## Websites

[www.thetrainline.co.uk](http://www.thetrainline.co.uk)

[www.qjump.co.uk](http://www.qjump.co.uk)

[www.streetmap.co.uk](http://www.streetmap.co.uk)

[www.nationalexpress.co.uk](http://www.nationalexpress.co.uk)

[www.tfl.gov.uk](http://www.tfl.gov.uk)

[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

## Telephone

National Rail enquiries: 08457 48 49 50

National Bus enquiries: 0870 608 2608

National Express Coaches: 0990 808 080

## By rail:

There are fast and frequent trains from London Kings Cross to Hatfield train station and St Albans train station, directions can be found using the National Rail Journey Planner. From Hatfield and St Albans station buses frequently run to campus.

### From Hatfield Train station

Bus **614/602** - Stop 1

### From St Albans Train station

Bus **602/301** - Stop A (College Lane and de Havilland)

## By bus:

If you are travelling by bus, please visit [the Uno website](#) for timetable information. Popular routes:

- [341 Hatfield - Broxbourne](#)
- [601 Borehamwood - Welwyn Garden City](#)
- [602 Hatfield - Watford](#)
- [610 Enfield/Cockfosters - Luton](#)
- [Further local routes](#)

## By car:

The campuses are close to junction 3 of the A1(M). The campus entrance is signposted from J3 A1(M), postcode for satnav use is AL10 9EU. [View further information on parking.](#)

## Parking:

There is onsite parking available. For more information visit [Parking Information](#)

