The following information is intended as a general guide for Dinner Guests. If we have missed anything, please use the contact details on page 4.

**Location**

Founders’ Building - Royal Holloway, University of London, Egham, Surrey, TW20 0EX

**Getting to Royal Holloway:**

The RHUL Post Code for drivers using Sat Nav is **TW20 0EX**. RHUL is within a few minutes of the M25, M3 and M4.

The College is on the A30, 19 miles from central London and about a mile south-west of the town of Egham. It is two miles from Junction 13 of the M25.

There is a detailed Campus Plan which can be viewed from the RHUL website [here](#).
Directions from the M25

- After leaving the M25 at J 13, follow the A30 west (signposted Bagshot and Camberley); this is the Egham bypass.
- At the end of the Egham bypass there is a roundabout, continue straight on along the A30 up Egham Hill (a BP petrol station is on your left as you exit the roundabout).
- The main College entrance is about ¾ mile on the left - immediately after the second footbridge.

Directions from the West

- Leave the M3 at junction 3, at the roundabout take the 1st exit onto the A322.
- Proceed under the road bridge and turn left, then merge onto the A30.
- At the roundabout, take the second exit onto the A30.
- Continue on the A30, through Sunningdale and Virginia Water, towards Staines-upon-Thames.
- The main College entrance is on the right just past the traffic lights at Englefield Green - immediately before the footbridge.

Car Parking

There will be plenty of parking in Car Park 12, which is signposted to the right as you enter the main entrance to the Royal Holloway campus and is the closest to the Founders' Building. Due to the one-way traffic system, if this car park is full, you will have to exit the campus and come back in again to find an alternative space in Car Park 4. Both Car Parks are shown on the Campus Plan here. It is a 5 minute uphill walk from Carpark 4 to the Founders’ Building.

If anybody requires wheelchair access, or is unable to walk and needs to park closer to the venue, we have reserved some “Blue Badge” parking spaces opposite the Windsor Building by the Gardener's Lodge, (see Campus Plan).

Guests staying in on–campus accommodation should park their cars in Car Park 7 or 8, which are down by “The Hub” Reception. From the main Campus entrance, turn left at the roundabout in front of Founders’ Building and follow the road all the way down until you reach another roundabout at a T junction and turn sharp right. Follow that road again and The Hub will be seen in front of you on the left. There will be signs to Car Parks 7 & 8. Again, see the Campus Plan.

Assuming that the weather is good, then it is a pleasant uphill walk up through the woodland gardens to the Founders’ Building.
Outline Programme

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arrive</strong></td>
<td>From 18:00</td>
<td>Founders’ Building South Quad</td>
</tr>
<tr>
<td><strong>Drinks Reception</strong></td>
<td>18:30 – 19:15</td>
<td>Founders’ Building South Quad</td>
</tr>
<tr>
<td><strong>Move into Dinner</strong></td>
<td>19:15 – 19:30</td>
<td>Founders’ Dining Hall</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>19:30 – 23:00</td>
<td>Founders’ Dining Hall</td>
</tr>
<tr>
<td><strong>Pay Bar</strong></td>
<td>23:00 – 24:00</td>
<td>Crosslands Bar</td>
</tr>
<tr>
<td><strong>Carriages</strong></td>
<td>24:00</td>
<td></td>
</tr>
</tbody>
</table>

**Thursday 29th June 2023**

- Breakfast for those in B&B on-campus accommodation 07:30 – 09:00 Founders’ Dining Hall

**Dinner – 28th June**

Entry to the dinner is by invitation / pre-booked ticket. If you are booked to attend the dinner as an individual, details will be sent to you directly. Please register on arrival in the South Quad. If you are attending the dinner as a guest, then your host will meet you as you arrive.

Dinner is being held in the Founders’ Dining Hall and will be preceded by an informal drinks reception. If the weather is fine, then the drinks reception will be in the Founders’ Building South Quad. If it is raining, then it will be under cover in the Colonnade.

**Dress Code:**
- Gentlemen: Black Tie – no medals or decorations.
- Ladies: Cocktail dress or long dress – no medals or decorations.

**On Campus Accommodation:**

If you are planning on staying over, RHUL Campus accommodation offers premium en-suite B&B vacation rooms at better rates than the local hotels. Whilst availability is on a “first come first served” basis, there will be plenty of rooms, so there shouldn’t be any problems.

| B&B Single Room - ensuite | £81     |
| B&B Double Room (single occupancy) | £104    |
| B&B Double Room (double occupancy) | £130   |

(All prices are inclusive of VAT)

Bookings are made directly with Royal Holloway via this link: [http://venue-booking.royalholloway.ac.uk/BnB/AFCEA2023.bnb](http://venue-booking.royalholloway.ac.uk/BnB/AFCEA2023.bnb) This link will be live until 14:00 on 27th June 2023.
Check in for all RHUL Campus accommodation is at The HUB and is officially between 16:00 and 22:00. After 22:00 Night Security is available at the HUB for help with check in.

The Hub is highlighted on the Campus Plan.

**Health & Safety:**

Smoking is not permitted on site, other than in specifically designated areas.

You are required to acknowledge that you have read and understood any venue specific Fire Safety Regulations, which may be provided to you.

You are required to conform to any additional health and safety protocols necessary to meet any venue specific Covid regulations remaining in place at the time of the event. If you do not feel well, or have a temperature, **DO NOT ATTEND**.

We reserve the right to ask any person or group of persons to vacate the venue immediately for bad or inappropriate behaviour.

**Social Media:**

The dinner will be run strictly under the Chatham House Rule, so there will be no live Tweeting, or social media commentary allowed.

**Contact Details:**

In the event of any difficulties during the event, use the following contact details:

- Mob: 07710 212451
- e-mail: chris@afceauk.online