ASET Conference 2019
University of Hertfordshire, de Havilland Campus, AL10 9EU
3rd - 5th September

Delegate Guide

(Please note this information will NOT be contained within the conference brochure)
Campus Map on Back cover

Emergency Contact Number: 0790 180 4404

August 2019
University of Hertfordshire

This year’s conference is taking place at the University of Hertfordshire, on the de Havilland Campus.

The University of Hertfordshire began life in 1952, as Hatfield Technical College. The original college buildings are some of the first to have been built using pre-cast concrete in the construction and, along with sculptures commissioned from Barbara Hepworth, Ben Nicholson and others, they are a reminder of the University’s mid-Century origins. If the weather is kind, or you arrive early you might want to check out the popular sculpture walking route across campus [https://www.ourhatfield.org.uk/content/topics/walks_around_hatfield/sculture_tour](https://www.ourhatfield.org.uk/content/topics/walks_around_hatfield/sculture_tour)

The college became a polytechnic in 1969, and a University in 1992, and the original site is now known as the College Lane Campus.

In 2003, the de Havilland Campus was built, with student accommodation, conferencing and sports facilities, and it is here that Conference 2019 will be based. The campuses are within 20 minutes’ walk of each other and we will visit the College Lane Campus for both evening activities.

**Conference Sessions**

All conference sessions will take place on the de Havilland Campus – N Block (see Campus Map on back cover). N Block is accessible from both sides, approaching from the Restaurant or via the Reception, in which case you would walk through The Street (see photo)

University of Hertfordshire, de Havilland Campus
Hatfield
Hertfordshire
AL10 9EU

The Conference Registration desk will be in the main circulation area, also known as the Atrium, where our Conference Partners and Sponsors will be based too.

The Lecture Theatre (N001) and workshop break out rooms (N105, N106, N108, N205 and N208) are easily accessible from this base.

**Conference Registration**

Registration for full conference attendees will be from 10:00am on Tuesday 3rd September. Residential delegates are advised to come directly to Registration, where a secure baggage store will be available. For day delegates arriving on either Wednesday 4th or Thursday 5th September, registration is from 9-9:15am.
**Accommodation**
Conference accommodation is on campus in Redbourn Hall (see Campus map), a short walk (5 mins) from the conference venue.
Accommodation is in single ensuite rooms. The rooms are organised into flats of 10-12 rooms with a shared kitchen.

There are **tea and coffee making facilities and fridges in each room**. Towels, linen and complimentary toiletries packs are also provided. Irons and ironing boards are available, but please note **hairdryers are not provided**.

The full address details are:
Redbourn Hall
University of Hertfordshire, de Havilland Campus
Hatfield
Hertfordshire
AL10 9EU

**Check in/out**
CHECK IN: daily from 2pm
CHECK OUT: by 10.00am

Check in is at the Accommodation Office, (see Campus Map) which is staffed from 8am to 11pm daily by the Accommodation Helpdesk team. If you are delayed and arrive after 11pm, keys will be transferred to our 24hr security team who can be contacted on 01707 281010.

Delegates arriving on Monday 3rd September, will be able to check in from 2pm, (possibly a little earlier if the rooms are ready). Delegates arriving on Tuesday 4th or Wednesday 5th September are advised to come directly to Conference for registration, where your luggage can be secured safely until later in the day.

**Accommodation Office Opening Hours:** 08:00 to 23:00

Accommodation Office: 01707 808282
Security: 01707 281010

A Hertfordshire Conferences booklet with emergency contacts and helpful hints will be available in all rooms.

**Monday Night Delegates**
Please note that bookings made for Monday 2nd September are bed and breakfast only. We are unable to provide an evening meal or entertainment. There are restaurants close by in the Galleria Shopping Centre many of which are open until 10.30pm daily.

**Meals**
Delegates are asked to wear their delegate badges at all times, including for evening meals. All food from the pre-arranged menus and a limited quantity of drinks at the drinks receptions and evening meals, has been paid for by ASET. You will be able to purchase additional drinks at the gala dinner and the barbeque, using cash only.

**Breakfast**
Breakfast will be available daily for residential delegates in the Restaurant, alongside the Accommodation office. A self-service counter for full English and Continental breakfast will be open from 8am. You may be asked to show your room key as proof of residency.

**Lunch**
Lunch on both days will be served in the main circulation area around the conference registration – the Atrium.
Evening Meals

Tuesday 3rd September (BBQ)
On Tuesday evening we will be heading over to the College Lane Campus for our annual BBQ and Quiz at The Oval (the building and green space in the centre of the picture on the RHS and close up below). If we have fine weather please do take the opportunity to walk over to College Lane – 5-10 minutes’ walk, but there will be a shuttle bus leaving from the Campus Entrance at 18.20 and returning to de Havilland at 23.00.

We plan to meet at 6.30pm for drinks leading into the BBQ, followed by the now legendary ASET Quiz night hosted by the ASET Trustees. A cash bar will be open throughout the evening for delegates to purchase any additional drinks. This will be an informal get together and an opportunity for continued networking.

The Oval, College Lane Campus

Wednesday 4th September (Gala dinner)
On the second night of conference the ASET Trustees will be hosting a drinks reception followed by a Gala Dinner in the Forum on College Lane Campus.

The shuttle bus will again pick up at 18.20 from the Campus Entrance to take delegates over to College Lane and return at 23.00. We invite all our delegates to dress for this occasion when this year we will be saying farewell to ASET Chair Sarah Flynn, who steps down after 6 years in this role. A cash bar will be open throughout the evening for delegates to purchase any additional drinks.

The ASET Trustees and Staff team muster for last year’s Gala Dinner Celebrations.
**Dietary, Access and Other Requirements**
If you have any dietary or access requirements, which you have not already indicated when you completed your booking online, please contact the ASET office by **Friday August 16th** to enable us to liaise with the venue to make your experience at conference as worry free as possible.

**Prayer Room**
There is a prayer room on campus, adjacent to the Restaurant on the de Havilland Campus.

**Banking/Post**
There is one FREE Cashpoint on campus, located outside the Learning Resource Centre (LRC on Campus map) next to the main reception.

**Shop**
Unfortunately the Student Union Shop is undergoing refurbishment prior to the start of the academic term and will be closed during conference. The Galleria shopping centre is located next to campus, within 10-12 mins walking distance. In an emergency, please speak to the ASET Staff team – you’d be amazed at what we come prepared for!

**Sports Facilities**
[https://www.hertssportsvillage.co.uk/facilities](https://www.hertssportsvillage.co.uk/facilities)
Membership for the Hertfordshire Sports Village is included in the conference fees for residential delegates. Membership entitles you to free use of the gym and the swimming pool.

The facilities are open weekdays from 6.30am to 10pm

For those interested in running or walking, the de Havilland Campus offers easy access to Ellenbrook Fields, a privately owned nature reserve and popular park run route.

**Internet Access**

**Eduroam users**
WiFi access across campus is via eduroam.
If you are already an eduroam user, you will be able to access WiFi with your Username and Password from your home university/college, provided your institution is an eduroam member. **Before coming to conference**, it is advisable to check that you know how to connect to eduroam at your home university/college and ensure you **bring your access codes with you**.

**Non-eduroam users**
If you are not currently an eduroam user, you will be able to access free WiFi across campus via **The Cloud**.

**Logging In**
1) To log into the University’s Wi-Fi, Locate “**The Cloud**” in your Wi-Fi networks and connect
2) Use your browser and The Cloud Home Screen will appear
3) Click “Go” next to “Get online or register now” to Register or Login
4) Select “Free Cloud WiFi”

5) Either Log in with your existing details, or if this is your first visit to University of Hertfordshire, register to receive a Cloud Login
When you have completed step 5 you will be redirected to The Cloud Home Screen as seen below

Once you are back to this Home Screen your device is connected to The Cloud and is ready for use. Should you encounter any problems within opening hours the Residential Services Office can support you. If you’d like to register before your event please go to [https://service.thecloud.net/service-platform/login/registration/](https://service.thecloud.net/service-platform/login/registration/) to create an account ready to use when you arrive.

**Travel Directions**

Full travel directions are available on the University of Hertfordshire website here [https://www.herts.ac.uk/contact-us/where-to-find-us/de-havilland-maps-and-directions](https://www.herts.ac.uk/contact-us/where-to-find-us/de-havilland-maps-and-directions)

**By Rail**

Hatfield train station is accessible by northbound trains from London Kings Cross and Moorgate, and southbound trains through Stevenage and Peterborough. The station is a short taxi ride from the de Havilland campus. St Albans City station on the Thameslink line is also an option, it is a slightly longer journey in a taxi to the de Havilland campus but still less than 15mins.

**By Bus**

The following bus services run from Hatfield train station to the de Havilland Campus

- 602  [https://www.unobus.info/pdf/tt/602.pdf](https://www.unobus.info/pdf/tt/602.pdf)

**By Car**

The de Havilland campus is close to junction 3 of the A1(M). The campus entrance is signposted from J3 A1(M), postcode for sat nav use is **AL10 9EU**.

**Parking - ANPR**

When you arrive on campus you may notice signs for the ANPR (automatic number plate recognition) system. Please do not be concerned about this, as we been advised that the system will be switched off for the duration of conference.
Top Tips for first time ASET Conference delegates

And finally, we asked our Trustees to recall their first ASET Conference and share their top tips:

Packing
- Pack layers – the weather can be unpredictable in September and room temps can change
- Conference attire; smart casual throughout, but folks tend to dress up for the gala dinner. Sparkle and black tie have been known
- Bring your own hairdryer
- Pack comfortable shoes – you’ll be on your feet more than you expect
- Bring your trainers/swimsuit – conference includes complimentary access to the on campus gym and pool and you might also want to take the opportunity to explore the sculpture trail across the campuses
- Don’t forget your phone charger – and try not to leave it behind afterwards 😊
- Bring business cards

Preparation
- Reading through the conference details before you arrive will save you time on arrival at the venue
- It will be really useful for you to have an idea in advance of which workshops you would like to attend. But be flexible and have a 2nd option in mind – popular workshops might be oversubscribed on the day or you might meet workshop presenters during the conference and be inspired by them and decide to go to those sessions instead.
  Conference Programme
  Parallel Session Timetable
  Parallel Session Abstracts
- Liaise with your institutional colleagues, and try to cover as many different sessions as possible to really maximise your institution’s attendance

Day to Day
- Conference is a marathon, not a sprint. Pace yourself – you’ll be glad you have
- Talk to people. If you are attending conference with your colleagues it’s very easy (and safe) to stick together. One of the many benefits of the ASET conference is the opportunity to meet and chat to other delegates. The ASET team are always on hand (look out for those bright green lanyards) to talk to, and to introduce you to delegates you might like to meet – take a look at your delegate list to see who’s there
- Conference bags – these are so useful. Great for keeping your conference programme, your notes, pens, water bottles etc. But remember ....they are all identical, and there are lots of them! Maybe bring a ribbon, badge or something you can pop onto your bag to customise it?
- Ask questions – workshop presenters will appreciate supportive, insightful questions from the assembled audience. But be clear, be respectful, be brief and don’t take over the floor
- Don’t forget to follow up with other delegates and to also feedback to your team

And most importantly
Plan to enjoy yourself – we are a friendly bunch and we LOVE conference. We are looking forward to meeting you and to making sure you have a great ASET Conference.
Look out for the Bright Green Lanyards worn by ASET Trustees and Staff – we’re here to help.

TRUSTEES

Sarah Flynn  
University of Hertfordshire  
(Outgoing) Chair

Francesca  
Walker-Martin  
UCLan  
(Incoming) Chair

Emily Timson  
University of Leeds  
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James Corbin  
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University of Bournemouth

Helyn Taylor  
Swansea University

Lou Taylor-Murison  
Keele University

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Emergency Contact Number:  0790 180 4404  
August 2019
2019 ASET Conference
University of Hertfordshire, de Havilland Campus, Hatfield, AL10 9EU

Accommodation – Redbourn Check from 2pm in at - Accommodation Office
Breakfast (from 8-9am) - Restaurant
Conference Venue - N Block

Accommodation Office: 01707 808282 (Open from 8am – 11pm daily)
Security: 01707 281010 (for late check-in after 11pm)