

GENERAL SYNOD
JULY 2016 GROUP OF SESSIONS
AT THE UNIVERSITY OF YORK
GENERAL NOTES

BOOKING OFFICE

1. The Booking Office will be transferred to York on **Thursday 7th July** and it will operate from the following address:

General Synod York Booking Office
Room P/L005, Exhibition Centre
The University of York
Heslington
York
YO10 5DD

Telephone enquiries may be made to the office at York from 3.00 pm on Thursday 7th July until 1.30 pm on Friday 8th July. The telephone number will be 01904 323713.

2. **After 1.30 pm** on Friday 8th July telephone enquiries should be directed to the Synod Information Desk on 01904 323396.
3. If you are posting anything to the Synod office which is likely to be delivered after Tuesday 5th July, it should be sent to the Booking Office address at York rather than to Church House.

TRAVEL

4. The map enclosed with the second circulation gives a clear overview of the campus. There is a taxi rank in the station forecourt. Buses 4 and 44 (marked 'University' or 'Heslington Hall') leave from in front of the station and run every 10-15 minutes.

PARKING

5. Car parking facilities are available at all the colleges and are clearly marked. Please park in the Pay and Display car park nearest to the college in which you are staying.

If you have requested parking as part of your booking, you will have found a parking hanger included in the second circulation. Please note parking is free at weekends, which is why the hangers are only valid for 3 days. **Please ensure that you write on the hanger the days (excluding the weekend) that you need parking.** If you are

arriving on the Thursday 7th July and are, therefore, parking on campus for 4 week days – you will need to use the pay and display facilities on arrival for 1 day and use the hanger for Friday/Monday/Tuesday.

If you have not requested a parking hanger, you can purchase one when you arrive at the University from the Information Desk in the Central Hall, but only after 1.00pm on Friday 8th July. You may, therefore, need to pay for a short time when you arrive.

Your parking hanger should be clearly displayed on your rear view mirror.

If you do not have a parking hanger, you will need to use the pay and display machine while you are resident.

Cars must not be parked in the college forecourts, though the unloading of luggage is permitted. Cars are parked in the car park at the owner's risk.

REGISTRATION

6. **There is no formal registration.** You will find details of the college where you are staying in your confirmation email and you should report to the porter's lodge as listed below to collect your room keys.

7. On arrival, you will be able to collect your room keys from college porters **from midday** on the Friday and from 2pm on any other day. Collection points are as follows:

James residents	James foyer (Roger Kirk Centre)
Vanbrugh residents	Vanbrugh foyer
Alcuin residents	Alcuin foyer

8. The colleges can be easily identified on the map. Please make sure you report to the correct one in order to avoid the inconvenience of having to walk to another college carrying heavy luggage.

9. Lunch is only available on Friday 8th for members of the **House of Laity who have pre-booked**. This will be served from 12.00 midday in P/T005. All other members will need to make their own arrangements.

10. Everyone will need to carry a photo pass. If you are a Synod member, this will be your green Synod pass. Staff members should bring their staff passes. **Please remember to bring your pass with you!** If you are a new member, you will need to report to the Passes Office on arrival to retrieve your pass.

All other attendees must have submitted their details and photo in advance so that a pass can be produced. These should be collected from the Passes Office in the Berrick Saul Building (room B/S 008). Passes will not be produced for extra attendees who have not pre-booked.

For security reasons, photo passes must be worn at all times. You will also have to present your pass at meal times.

If you forget to bring your pass, you will need to obtain a temporary photo pass from the Passes Office (room B/S 008 in the Berrick Saul Building), to gain access to the Central Hall and be served at meal times. The Passes Office will be open from 11.30am on Friday 8th July.

VOTING CARDS

11. If you are a voting member of the Synod, you can collect your voting card from the Information Desk in the Central Hall concourse from 1.00pm on 8th July onwards.

CATERING

12. If you are staying in **James College**, your designated restaurant is the **Galleria** in the **Roger Kirk Centre**.

If you are staying in **Vanbrugh** or **Alcuin**, your designated restaurant is the **Vanbrugh restaurant**.

Unless you have explicitly booked **in advance** to attend a fringe meeting or to have a particular meal in the other restaurant, **you must eat in the restaurant used by your college of residence**. The college restaurants have needed to plan carefully to avoid running short or wasting food. July Synod sees high volumes of people (in total – over 650) dining across two restaurants on the York University Campus, therefore, it is hugely important for everyone to eat at the dining hall they have been assigned*.

A two-coloured lanyard-based system will be in operation which will allow York University and Synod staff to attribute each delegate to their specific restaurant on sight. Anyone that appears to be dining in the incorrect restaurant may be asked for their name and, if appropriate, will be requested to return to their designated dining hall**.

The coloured lanyards will be distributed at the point of 'checking-in' at the respective porters' lodges. At that point you will be requested

to switch your normal lanyard to the one you have been provided with.

Note: Those members who are not staying on campus will be posted these in advance. These lanyards **must** be worn at all times, with your Synod security pass attached. Please return your coloured lanyard to a member of staff either at the information desk or porters lodge. This will allow us to re-use them in years to come.

**Unless at a pre-booked fringe event*

***If the Synod team have been notified of any in-restaurant fringe meetings, these meals have been transferred and the names given to the catering staff.*

13. All meals are self-service and are available at the times stated in the timetable at the end of these notes.

14. Coffee and tea will be available free of charge in the Central Hall Concourse throughout the Synod at the following times:

Friday afternoon – 1400-1800

Saturday morning – 1100-1230

Saturday afternoon – 1545-1800

15. There are bars in Vanbrugh and James Colleges, open at the following times:

	Vanbrugh College	James College
Friday	6.00pm to midnight	6.00pm to midnight
Saturday	6.00pm to 00:30	6.00pm to 00:30
Sunday	12:00-14:00	
	6.00pm – 23:59pm	6.00pm-23:59pm
Monday	6.00pm – 23:59pm	6.00pm – 23:59pm

MEALS FOR GUESTS

16. Synod members may bring guests to meals provided that they purchase tickets **in advance** from the Information Desk in the Concourse on the ground floor of the Central Hall on a first come, first served basis.

Tickets for lunch should be obtained by **10.00 am** on the day required.

Tickets for dinner should be obtained by **1.00 pm** on the day required.

NB: You cannot purchase tickets for meals on Friday, except by prior arrangement with the Synod Office.

There are convenience stores on campus for those who prefer to buy a sandwich.

Catering at fringe meetings is only available to those who have booked in advance.

YORK MINSTER

17. Coaches will depart from University Road near Market Square and the Information Centre at 9.00am on Sunday to take members to the service in York Minster. **Please note there are a limited number of seats and tickets will be issued on a strictly first come, first served basis.** Tickets for the coaches will be available from the Information desk from 1.00pm on Friday 8th July.

POST AND EMAIL FACILITIES

18. We would encourage you not to have mail sent to you at York. However, if it cannot be avoided, any incoming mail for Synod members should be sent:

c/o General Synod of the Church of England
Central Hall
University of York
Heslington
York YO10 5DD

19. Post for Synod members will be deposited in the trays in the Central Hall Concourse. The trays are arranged by diocese. **Only post that is addressed to individual Synod members may be placed in the trays.** Unaddressed items will be removed. Flyers may be placed on a designated table in the Concourse.
20. Wi-Fi is available across most of the social spaces on campus and the majority of bedrooms. In order to access it, you will need a username and password which is free of charge and will be distributed at check-in. Cables for internet in the bedrooms can be collected from your college porter.

TELEPHONES

21. Whilst Synod is sitting urgent messages should be left with the Synod Information Desk in the Concourse to the Central Hall. The numbers to call are 01904 323396.

22. At other times, including Sunday morning, urgent messages should be left with the appropriate college porter:

Alcuin	01904 323300
James	01904 323100
Derwent	01904 323500
Vanbrugh	01904 323200

or with the University Security Centre on 01904 324444

INFORMATION DESK

23. The Information Desk in the Concourse is your first port of call for all enquiries relating to Synod business. Opening times are listed in the timetable at the back of these notes.

Come to the Information Desk for general enquiries and:

- to obtain and hand in requests to speak and notice of amendments
- to request additional copies of Synod papers for this group of sessions (these are very limited)
- to reserve and collect coach tickets for the Sunday morning service at the Minster
- to buy meal tickets for guests

ACCOMMODATION QUERIES

24. **Please contact your college porter in the first instance for queries relating to your accommodation or in an emergency.**
25. All maintenance faults and service issues should be reported to your college duty porter, who will try to resolve the problem. If the issues are not resolved to your satisfaction, please notify the Information Desk on the Central Hall Concourse as soon as possible.
26. Additional supplies of soap, tea, coffee and milk and emergency supplies of toothpaste may also be obtained at a small charge from your college porter.

FIRE REGULATIONS

27. Members must acquaint themselves with the fire emergency procedures. Details are shown on University Notice Boards in colleges and are displayed in bedrooms.

PORTERS

28. College porters are available to give general information and assistance and to deal with emergencies. This service is available 24 hours a day in all colleges. The numbers are as listed above.

MEDICAL ASSISTANCE

29. For First Aid, depending on your location please either make contact with the Information Desk (on 01904 323395 or 01904 323396) or contact your college porter (numbers listed above).

In an emergency please contact the Emergency Services direct with details of your precise location. You should also notify the nearest college porter so that they can provide additional assistance as required.

For other less urgent health issues, you may like to contact the York NHS Walk-in Centre (01904 206862), which is situated at 31 Monkgate, York.

In hot weather, please take care of yourself by ensuring you are adequately hydrated. Wear light and loose-fitting clothing and leave the chamber if you are feeling unwell or oppressed by the heat.

Please notify a member of staff at the Information Desk if you require assistance because you are feeling unwell.

CHECKING OUT

30. **Check out time is 9.30 am on the day you leave, including those who are leaving at the close of Synod on Tuesday 11th July.** You must, therefore, vacate your bedroom and return your key or swipecard to the appropriate porter's lodge by 9.30 am. Any keys/swipecards not returned in this way will incur an additional charge. Luggage may be left (at the owner's risk) in B/S008 after check-out on your day of departure.

GENERAL

31. Soap and towels are provided, beds are made and the rooms serviced each day.

Facilities are available for making tea and coffee in bedrooms.

You are strongly advised to lock your room (and close windows in ground floor rooms) whenever you go out, even if it is only for a very short time. Valuables are left in your room at your own risk. Please ensure that all valuables are left out of sight (and reach) of windows.

Please pay attention to the instructions for use which come with swipe cards: many need to be 'double-dipped' to ensure that your room is properly locked.

Enquiries about lost property should be made to the appropriate college porter or to the Information Desk in the Central Hall.

There are vending machines for soft drinks, etc., in each college.

The University operates a strict **no smoking policy**. Smoking is not permitted in any University buildings or in bedrooms. If you smoke in your bedroom, you will be charged personally for a deep-clean of the room, its fixtures, fittings and soft furnishings.

Please note that **the Central Hall** and the **area immediately surrounding** it (i.e. including the Terrace, the external balcony and the area enclosed by the security barriers) are also **no smoking areas**.

There is a general store in the Market Square on the University Campus, where you can also find cash dispensing machines. Banks, a Post Office, newsagent, and general store can be found nearby in Heslington Village. There are also several other cash dispensing machines on the Campus: one is located on the lake side of Vanbrugh College, near to the Central Hall; there is another on the walkway between James College and the Exhibition Centre.

Sporting facilities are available at the University Sports Centre. Ask your college porter for details.

CONTACT INFORMATION

All staff can be contacted via the information desk

Please email any queries onto synod@churchofengland.org

*Church House
Great Smith Street
London SW1P 3AZ*

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