

**GENERAL SYNOD
JULY 2018 GROUP OF SESSIONS
AT THE UNIVERSITY OF YORK
GENERAL NOTES**

BOOKING OFFICE

1. The Booking Office will be transferred to York on **Thursday 5th 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 5th July until 1.30 pm on Friday 6th July. The telephone number will be 01904 323713.

2. **After 1.30 pm** on Friday 6th 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 Monday 2nd July, it should be sent to the Booking Office address at York rather than to Church House.

TRAVEL

4. The map attached to this email gives a clear overview of the campus. There is a taxi rank in the station forecourt. Buses (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 third 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 5th 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 6th 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 11am** on the Friday and from 2pm on any other day. Collection points are as follows:

James residents	James foyer (Roger Kirk Centre)
Vanbrugh residents	Information Centre, Market Square
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. On Friday 6th July, lunch will not be available in a dining hall unless you have been directly informed otherwise by Central Secretariat staff. Please make your own arrangements for Friday lunch. The closest outlets for you to buy a coffee or a snack on Friday are: Alcuin Bistro; Library Cafe and the Roger Kirk Centre Café (next to the Galleria restaurant). Please follow the link for more information: https://www.york.ac.uk/food-and-bars/summer_opening/

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 (see below) 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 BS/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 BS 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 6th 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 Friday 6th July onwards. **We recommend you collect your voting card at the beginning of the group of sessions, to avoid being in a long queue when the first vote is called.**

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, Franklin** or **Alcuin**, your designated restaurant is the **Vanbrugh 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 750) dining across two restaurants on the University of York Campus. It is, therefore, 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 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.

Guests are asked to wear a white lanyard, which will be issued when the security pass is collected from the Passes Office.

Note: Those members who are not staying on campus will need to request them from the Information Desk in Central Hall. These lanyards **must** be worn at all times, with your Synod security pass attached. Before you leave the Campus, 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.

***If the Synod team have been notified of any particular reasons why members may need to eat in an alternative restaurant to the one they have been allocated - names have been given to the catering staff.*

13. 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 – 1030-1200
Sunday afternoon – 1550-1800
Monday morning – 1030-1200
Monday afternoon – 1530-1800
Tuesday morning – 1030-1200

14. 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	12.00 noon to 2.00pm 6.00pm – 12.30am	CLOSED 6.00pm to 11.59pm
Sunday	12.00 noon – 2.00pm 6.00pm – 11.59pm	12.00 noon – 2.00pm 6.00pm-11.59pm
Monday	12.30am – 2.30pm 6.00pm – 11.59pm	12.30 – 2.30pm 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.

Note: 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.

YORK MINSTER

17. Coaches will depart from University Road near Market Square and the Information Centre at 9.00 am 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 6th 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. There are two free wifi connections available to visitors to campus - Eduroam for those visitors from other Universities; CityConnectWifi for all other visitors. Connection for CityConnectWifi is via a social media account or by completing a short web-form.

TELEPHONES

21. Whilst Synod is sitting, urgent messages should be left with the Synod Information Desk in the Concourse to the Central Hall. The number to call is 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.

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 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 (see 22).

MEDICAL ASSISTANCE

29. For First Aid, depending on your location please either make contact with the Information Desk (on 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, which is now situated at in the Urgent Care facility in The York Hospital, Wigginton Road, York, YO31 8HE

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 10th 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. 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 are some shop facilities on the University of York campus on Market Square. Here you will find a NISA supermarket, Cash Dispensing, Print Shop, Clothing and Gift Shop and a Santander. A Post Office and general store can also be found in Heslington Village. There is also a NISA supermarket on Field Lane with extended opening hours.

Cash machines can be found on the lake side of Vanbrugh College near to Central Hall and in 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 to synod@churchofengland.org

*Church House
Great Smith Street
London SW1P 3AZ*

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