

Some FAQs for the meeting of General Synod in York

THE SITE VENUE

How do I get there?

Address

The address of York University is: University of York, York, YO10 5DD.

Trains to York

There is a frequent, fast train service to York on the East Coast Main Line which connects London King's Cross and Edinburgh. There is also a direct rail service between York, Leeds and Manchester Airport. In addition, there are slower connecting services to many other parts of the country.

Transport to the University from York Railway Station

The University is a short bus (service 66 or service 67) or taxi ride direct from the railway station. The bus stop and taxi rank are just outside the main station entrance. A taxi from the railway station will take approximately 15 minutes while a bus will take around 20 minutes. If you wish to call a taxi, you could try Streamline taxis on 01904-656565 or Fleetways Taxis on 01904-365365. Uber are not licensed within the city of York.

Parking on the University campus

If you wish to park on campus, you will need to have a valid parking hanger (requested in advance via your booking form). These will be left in named envelopes at the INFORMATION DESK IN CENTRAL HALL. If you have not booked a hanger but require one, there will be some spares available or you can use the 'pay and display' facility.

The University has allowed a 30 minute period of grace from when you arrive and park so you have time to collect your parking hanger and display it. HOWEVER, IF AFTER 30 MINUTES YOU DO NOT DISPLAY AN APPROPRIATE TICKET/PARKING HANGER YOU WILL GET A PARKING FINE SO MAKE SURE YOU COLLECT YOUR HANGER FIRST AND DISPLAY IT IN YOUR VEHICLE BEFORE CHECKING IN.

Transport to York Minster on Sunday

Members are warmly invited to attend the 11am Sung Eucharist service at York Minster on Sunday, (where they will also be able to see a special installation about Living in Love and Faith). Some members will choose to drive, walk or catch a bus into York, but there will also be a limited number of tickets for places on coaches to and from the Minster. Please sign up at the Information Desk (in Central Hall) as early as you can if you would like to book one of these tickets as demand is high. There will be a cost (approx. £5.50) which will be charged back to your diocese after Synod – NO PAYMENT CAN BE TAKEN AT SYNOD!

How will I know where to go at the University?

Accommodation

You will be told in advance which accommodation block you have been allocated and where to check in on arrival.

Check-in; Check-out; and What do I do with my bags?

Check-in is from noon on Friday (and from 2pm on all other days). Check-out is by 9.30am on the day that you leave. On Tuesday, bags can be left in James Hall or room B/S 008 in the Berrick Saul Building if you aren't leaving campus immediately after check-out. (Please note, however, that James Hall is not available on any other day.)

If you are arriving late in the evening and there is nobody on duty at the Reception desk where you are due to check in, please use the phone adjacent to the desk and a member of the University's reception team will arrive to assist you.

York University interactive campus map

Here is a link to the campus map:

[Campus map, University of York.](#)

The areas we use are within Campus West, Zones 2, 3, 5 and 6 and if you zoom in on the map (using the + sign on the right-hand side) you can clearly see Central Hall (in Zone 2, on the lake) and the Exhibition Centre, opposite Central Hall in Zone 6.

How much walking will there be?

There will be a certain amount of walking as the Synod meeting takes place on a university campus, and you will need to walk between your accommodation block, the Central Hall, your designated dining hall and the Exhibition Centre.

THE ACCOMMODATION

The rooms

The rooms are single-occupancy student rooms equipped with ensuite toilet, shower and basin.

Are bedding and towels provided?

Yes, but it might be worth bringing an extra towel for your hair, and a pillow that you are used to.

Is there a hairdryer in the room?

Yes

Are there tea and coffee making facilities in the room?

Yes - a kettle and supplies for making hot drinks are provided in each room.

Other

Few coat hangers are provided so it is a good idea to bring some of your own

If there are any problems with your room during Synod, please contact the reception desk at the college where you checked in as the staff there will be better able to assist you quickly than the Synod Support team.

THE CATERING

The restaurants and eating/drinking

There are two restaurants and you will be given a coloured lanyard which will permit you to eat in your allocated restaurant. Please note that there is no café provision (as there is in London) but additional food may be purchased from the on-site mini supermarket (see below).

Which meals are provided?

Breakfast is automatically provided following the nights on which you have booked accommodation. Lunch and dinner are provided from Friday to Monday, and you have been asked to request these on your booking form.

Is there menu choice?

Yes, there will be a choice for all courses at the hot and self-service counters in both restaurants.

What about allergies and intolerances requirements?

The caterers will be sent details of allergies and intolerances based on the information provided on your booking form and the availability of food.

Can I buy additional food/snacks and so on?

Yes, there is a mini supermarket on site close to Vanbrugh College, and there are also vending machines in the Exhibition Centre, Vanbrugh College foyer and James College foyer.

Is there water available?

Yes, there will be water coolers and cups available in the concourse at Central Hall, however in the interests of sustainability please bring your own refillable water bottle if possible.

Is there tea and coffee available?

Yes, tea and coffee will be available at no cost in the Concourse at Central Hall at certain times during the morning and afternoon. Hot drinks may be purchased at a Costa Coffee shop [open at limited times] in the Roger Kirk Centre, as well as at hot drinks vending machines in the Exhibition Centre, Vanbrugh College foyer and James College foyer.

Can I take food and drink into Central Hall?

Although tea/coffee and biscuits are served in the Central Hall Concourse, please do not take any food or drink - except for resealable bottles of water - into the Central Hall chamber itself.

Where can I go in the evenings?

If you would like to socialise in the evenings, even later than 9pm after the fringe meetings, you can do so. Many Synod members go to the bars and social areas in the evenings.

Can I bring my own (alcoholic) drinks?

You may bring alcohol to drink in your room, but not to consume elsewhere on site as to do so contravenes the University policy, and there are licensed bars on campus which are open in the evenings from Friday – Monday.

Is there a café?

Not like there is in London. You will eat your meals in the restaurant allocated to you and tea & coffee will be available at the Central Hall; there is also an onsite supermarket situated in the Market Place.

DISPLAYS

Where can I find them?

Displays are situated in the Exhibition Centre and there is also a Living in Love and Faith installation in the Spring Lane Building.

Who puts on displays?

Displays can be arranged by those who apply to do so

All those putting on displays are required to abide by the Business Committee's Policy on Fringe Meetings and Displays which is available on the General Synod website and via the link below:

[Fringe and Displays | The Church of England](#)

FRINGE MEETINGS

What are fringe meetings?

Fringe meetings are arranged by NCI departments or Synod members themselves or, if sponsored by a Synod member or NCI department, by various other bodies mainly to provide members with an opportunity to hear about a new initiative or give feedback or learn about something that isn't on the Synod's Agenda. The content and participants of Synod fringe meetings are the responsibility of the organisers. All those participating in Synod fringe meetings are required, as with displays, to abide by the Business Committee's Policy on Fringe Meetings and Displays which is available on the link below:

[Fringe and Displays | The Church of England](#)

When do they take place?

They take place at times outside official business (i.e., at breakfast time, lunch time or in the evenings).

How do I find out about them?

A document featuring the fliers for all of the fringe meetings is sent to Synod members in advance.

Do I need to book to attend?

Most fringe meeting organisers ask that you book so that they have a good indication of numbers attending. Details of who to contact to register attendance at a fringe meeting will be given on the individual fringe fliers.

CENTRAL HALL

How and where can I speak from in a debate?

1. If you hope to be called to speak in a debate, it is advisable to sit in the seating in the flat area on the floor of the hall or in the lower levels of the middle section of tiered seating: it is difficult for Chairs, sitting with the light in their eyes, to see if people who are sitting in the upper levels and on the extreme left or right are indicating that they want to speak.
2. As usual, you may complete a 'request to speak' form using the Synod app (hard copies are also available from the Information Desk in the Concourse) to indicate that you would like to be called in a particular debate, but please remember that you also have to indicate during the debate itself that you wish to be called to speak.
3. Please give brief details of why you wish to speak and provide an outline of what you wish to say. A request to speak does not guarantee that you will be called: this is entirely at the discretion of the Chair. If you are using the hard copy form, please hand it in at the Information Desk. And remember: you still have to indicate clearly during the debate if you wish to speak.
4. If you are called to speak in a debate, please use one of the two lectern microphones on the floor of the main hall. In order to avoid delays between speeches, Chairs will call two speakers at a time – the next to speak and the next-but-one. You will, therefore, have notice of the Chair's intention to call you and will have time to get to the nearest microphone.
5. Seats are provided at the top of the stairs to and from the Concourse for you to use while you are waiting to speak after you have been called.

How do I vote?

You use the same handsets as you used in London, and they are available to collect from several recharging stations around the Concourse of Central Hall. Please remember to return your handset to the recharging station at the end of each session.

Should I have my voting card?

No, all voting cards should have been returned at the end of the last group of sessions. Please collect a fresh voting card from the Information Desk. **N.B** if you still have your voting card from last time, it will not work as all cards are re-programmed before the start of each group of sessions. Each voting

card costs £10, so if you still have a voting card from last time, please give it in at the Information Desk when collecting your new card for this session.

How do I vote if I leave Synod in York and then join the sessions at home remotely?

You must tell staff at the Information Desk and they will alert those running the voting software to deactivate your voting card. This means that you will then be able to vote using the online Lumi Global portal (everyone will receive your unique access codes and instructions for this before Synod).

Is there a hearing loop?

Yes, an induction loop is installed throughout the auditorium.

GENERAL

Will you be providing hard copies of documents?

In general, no. Since lockdown we have stopped routinely providing paper copies, and this has saved a considerable amount of expense in copying costs and staff time, as well as the environmental savings. All documents can be easily accessed via the Synod website pages or Synod app. Hard copies of the papers will be available for those who have requested them in advance (for accessibility etc.) We will however continue to provide hard copies of each Order Paper and these will be available just before the start of each session.

Can visitors attend the sessions?

Yes, but entry to the gallery by members of the public is by ticket only and the number of tickets available for the Public Gallery is strictly limited. Tickets are available on a first come, first served basis at the beginning of each sitting from the security staff at the foot of the external staircase. They cannot be obtained or reserved in advance. Visitors wishing to sit in the gallery must deposit bags and coats in the security room in the Berrick Saul building before requesting a ticket and passing through the security check.

Anything else I need to be aware of?

Yes, the geese. There are a large number of geese and ducks around the site, particularly near the lake, so do look out for goose poo particularly when walking or sitting on the grass! They are fairly friendly and may even try to take advantage if they think the biscuit you're holding is intended for their consumption. Please don't feed them – it only adds to the mess they leave behind and is not healthy for them.