

Assembly Executive 2024

Practical information sheet

1.	On arrival, please register at the designated URC registration desk in the Main House lobby area. You will receive your room key, badge and if you requested, a hard copy of the papers, and your luggage will be stored.
2.	Check-in time for bedrooms is after 3pm. We have a break on the first day with extra time to access bedrooms.
3.	Please be on time for meals and take note of the specified times, as follows: <ul style="list-style-type: none"> • 08.00 to 09.00: Breakfast • 13.00 to 14.00: Lunch (last day on 11 February 12.30-13.30) • 18.30 to 19.30: Dinner
4.	Please do not arrive early or late for meals. There are other groups in the venue in the dining area at different times, and we need to keep to our designated times to avoid long queues.
5.	The bar is open from 5.30pm before dinner. Last orders are called at 10.30pm and the bar closes at 11.00pm.
6.	There will be a loop system in operation in Derbyshire Hall, in the main meeting space.
7.	Derbyshire Hall is ventilated, so you may want to bring extra clothing with you.
8.	There is free Wi-Fi throughout the venue. Select CCTWIFI. No password is required, but please enter your email address and agree to the T&Cs to be connected.
9.	Please be aware that everyone is responsible for their own personal safety.
10.	Please vacate your room by 9.30am on Sunday 11 February. Your room key will stop working after that point. Luggage will be stored in the storage room until departure.
11.	Please note that trains are not running on Sunday 11 February through Alfreton and Derby Stations.
12.	Taxis can be organised from the reception. If you need a taxi, please notify Izumi Nishizono.
13.	Contacts on-site are Izumi Nishizono and Mark Robinson.