

4<sup>th</sup> – 7<sup>th</sup> August 2014

Belsey Bridge Conference Centre, Bungay, Suffolk

# Part 3: Printing

Contents	
Getting to Autscape	2
Мар	2
Overnight Guest Reception	2
Arriving by car	3
Arriving by train, bus and/or taxi	4
Autscape arranged transport from Norwich railway station	4
Arriving by air	5
My Information & Journey Planner	5
Packing List	6
Contacting Us	7

# **Getting to Autscape**

## Address

Belsey Bridge Conference Centre, Ditchingham, Bungay, Suffolk NR35 2DZ

## Мар



## **Overnight Guest Reception**

The overnight guest reception is where you should enter the venue when you arrive. Here is a photo that shows you what to expect from the outside:



When you enter the venue, you will come to a desk. If it is during Monday registration (see part 1), Debbie or one of the other organisers will be there to greet you, give you your keys if you're residential and direct you to the lounge. If it is on one of the other days and there is no one there please wait and we'll be with you as soon as we can.



## Arriving by car

There are car parking facilities at the venue where you will be able to park your vehicle for the duration of your time at Autscape (see Map).

#### Satnavs

Postcode for satnavs: NR35 2DZ. This postcode will direct you to the All Hallows Convent, which although adjacent to Belsey Bridge Conference Centre, does not share the same entrance. For this reason, if the entrance to the Convent is on your right, please continue straight ahead following signs to Belsey Bridge. At T-junction turn right into Thwaite Road. The entrance is then on the right. If the entrance to the Convent was on your left, please turn around and follow the above directions.

### Directions from Ipswich

Either: Take the A140 towards Norwich. Just before reaching Diss turn right onto the A143 following signs to Bungay/Gt. Yarmouth. At Bungay turn left on to B1332 towards Norwich. About a mile down this road before reaching Ditchingham Hall there is a sign pointing right to Convent and Church. Turn right here. Go past the Church on your right and then the Convent (also on your right). You will see signs to Belsey Bridge – please follow the directional arrows on these signs. At T-junction turn right into Thwaite Road. The entrance is on the right.

Or: Take the A12 from Ipswich towards Lowestoft. After crossing the railway line at Darsham turn left on A144 for Halesworth/Norwich. At Bungay this road becomes the B1332 – signs are for

Norwich. About a mile down this road before reaching Ditchingham Hall there is a sign pointing right to Convent and Church. Turn right here. Go past the Church on your right and then the Convent (also on your right). You will see signs to Belsey Bridge – please follow the directional arrows on these signs. At T-junction turn right into Thwaite Road. The entrance is on the right.

### Directions from Norwich

Follow signs from Norwich for Lowestoft/Beccles/Bungay – A146. After going under Norwich bypass (A47) get into right hand lane ready to turn right at traffic lights onto B1332 for Bungay. After passing The Mermaid Balti House at Hedenham you will shortly see Ditchingham Hall on your left. Take the next left hand turn, which is signposted to Convent and Church. Go past the Church on your right and then the Convent (also on your right). You will see signs to Belsey Bridge – please follow the directional arrows on these signs. At T-junction turn right into Thwaite Road. The entrance is on the right.

### Directions from Cambridge / Bury St Edmunds

At Bury St Edmunds take the A143 following signs to Great Yarmouth. At Bungay turn left onto the B1332 towards Norwich. About a mile down the B1332 before reaching Ditchingham Hall, there is a sign pointing right to Convent and Church. Turn right here. Go past the Church on your right and then the Convent (also on your right). You will see signs to Belsey Bridge – please follow the directional arrows on these signs. At T-junction turn right into Thwaite Road. The entrance is on the right.

## Arriving by train, bus and/or taxi

Norwich railway station is 12 miles from Belsey Bridge conference centre. Take a number 7 bus from Norwich railway station to the bus station. From there, take the 88 bus out to Belsey Bridge Road, Ditchingham, it is at Stand K. It takes 45 minutes to reach Belsey Bridge Road / All Hallows turn. From here it is a 10 minute walk along Belsey Bridge Road to a T-junction where you turn right on to Thwaite Road and then right again to reach the Belsey Bridge Conference Centre. The Centre is signposted.

Instead of the bus you can also take a taxi. Although there are usually taxis at Norwich railway station, we would suggest you pre-book. As a guide, Five Star Taxis (01603 455 5555) charge £30 from Norwich railway station to Belsey Bridge.

## Autscape arranged transport from Norwich railway station

For an extra supplement of £10, Autscape provides optional transport between Norwich railway station to the conference centre and back again.

If you wish to use this service and have not booked it, please login to your Autscape booking on the web site and add a note requesting transport.

### Arranged transport on Monday 4<sup>th</sup> August

Arranged transport runs from 2.30pm to 4.30pm. The meeting place on Monday 4<sup>th</sup> August at Norwich railway station will be either in the concourse area or immediately outside the station. Look for Peter, who will be wearing a blue T-shirt with the Autscape logo, black trousers and black shoes and will be carrying a clipboard. It is him you must look for – *not* an Autscape vehicle. He will then instruct you what to do.

Beyond telling him you have arrived you are not expected or required to interact with him or anyone else. He will give you an initiation badge (see part 1) that you can use to signal whether

you wish to interact with others. You are free to either congregate with other people or stand apart while you wait. Peter will direct you to the transport vehicle once it arrives. You do not have to interact in the vehicle if you don't want to and you must respect the preferences of others.

If you miss your train or are running late, please contact Peter by text message to **07801 400 723** giving your name and your estimated arrival time.

If you miss the arranged transport, there is a taxi rank outside the station. Taxis cost in the region of £30.

### Arranged transport on Thursday 7<sup>th</sup> August

The arranged transport will run twice, once at 2pm prompt and once at 4pm. Please only use the one that you have booked. If you need to book, or if you won't need the service after all, please make a note on your booking or contact Peter at the event.

## Arriving by air

#### From Norwich airport

By bus: At the airport Park and Ride, take bus service Norse 603 to Norwich Bus Station, Stand M. Then, if you want to use Autscape's arranged transport service (see above), take the Konectbus 8 from Norwich Bus Station, Stand J.

By taxi: There is a taxi rank at Norwich Airport. Taxis to Norwich train station or bus stations cost in the region of £12 and take about 20 minutes. Taxis direct to the venue will cost around £35.

#### From Stansted airport

By train: The journey to Norwich takes around 2 hours. It usually involves just one change at either Cambridge or Ely depending on the time of day.

By coach: National Express coach service 727 goes to Norwich City Centre (St. Stephen's Street) and takes about 3 hours. Coaches run about once every 2 hours. Then, if you want to use Autscape arranged transport, take the Konectbus 15A or 15 from Stop BA on St. Stephen's Street to Norwich railway station.

#### Other airports

Information about travelling to Autscape from other airports is available on our website (see 'Further travel information').

### Further travel information

See **www.autscape.org/venue/travel/** for more extensive travel information, or contact us if you have any further queries (see "Contacting Us" on page 7).

Other resources you can use to help with planning your journey are Google Maps (www.google.co.uk/maps) or Traveline Southeast (www.travelinesoutheast.org.uk).

# My Information & Journey Planner

Along with the information pack we have supplied you with two forms 'My Information', for your personal details and an emergency contact, and 'Journey Planner', for planning your travel. This is information you might want to have in one place – including emergency contact information.

We recommend you print these out, fill them in and carry them with you in case of missed or delayed transport, getting lost, communication difficulties or other unexpected mishaps. The 'My Information' form should be kept somewhere easily accessible (e.g. front pocket of your suitcase, bedside table).

# Packing List

For those not familiar with the English climate: It is temperate. Summer is usually cool to warm, but not hot (typically 16°C to 23°C (60.8°F to 73.4°F) – though it can occasionally get significantly warmer). It rains often and can change very quickly from warm and dry to cool and wet. Bring clothing suited to a range of weather, including something you can put on if it gets cool and take off if it gets too hot.

Suggested things to bring:

- Money (there are no cash machines nearby, and we cannot accept cards)
- Back-up snacks (especially if you are on a special diet)
- Personal toiletries (shampoo, soap, unscented deodorant, toothbrush, toothpaste etc.)
- Swimming towels (if you want to go swimming)
- Summer clothes for warm days
- Jacket or jumper (sweater)
- Swimsuit
- Alarm clock
- Sensory equipment (earplugs, sunglasses, music player with headphones, stim toys, whatever helps you)
- Mobile phone (please put on silent or better yet switch off during sessions)
- Handheld or laptop computer and games (during sessions, please sit near the back or sides of the room when using these and mute any sound)
- Chargers for your devices
- Books or other entertainment

For activities or sharing at Autscape:

- Musical instruments and/or sheet music
- Recorded music
- Board games you wish to share
- Anything you want to bring relevant to the interest groups (see the programme)
- Anything you may want to contribute to the entertainment evening

Please do *not* bring:

- Alcohol you can only consume alcohol bought from the bar at the venue
- Candles, incense, or other materials to burn
- Perfumes, colognes, other scented personal care products
- Hair spray
- Cooking equipment, e.g. camp stove or barbecue

We look forward to seeing you at Autscape and hope that you enjoy the experience. Please do not hesitate to contact us if you have any questions or queries, no matter how trivial you may think they are.

# **Contacting Us**

You can normally contact Autscape by writing to us at our registered address – Autscape, 24 Anson Road, Cambridge, CB23 6DQ. However the easiest and quickest way to contact us is via e-mail at **info@autscape.org**.

If your query specifically relates to registration and arrival at Autscape then you should e-mail Debbie, the Autscape registrar, at **registrar@autscape.org** who you can contact on **07596 712306**. You can also text or call the Autscape phone on **07511 774 654** or call Peter on **07801 400 723**. Make sure to tell us who you are if you're leaving a message.

From the 2<sup>nd</sup> August through until the end of conference we ask that you copy e-mails to both **info@autscape.org** and **registrar@autscape.org** if you need a response for this year's conference. This is because some organisers may be offline due to travel however there should still be someone to respond to at least one of those addresses.

My Information



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# My Information

This is a form for you to fill in with the key information about you and a person you can contact for help if you run into difficulty on your way to and from Autscape. You don't have to use it but we recommend it so that the information is accessible if it's needed.

It should be kept somewhere that you can easily find it (e.g. front pocket of your suitcase, bedside table).

# **Personal Information**

Name	
Address	
Phone number(s)	

# **Emergency Contact**

Name	
Address	
Phone number(s)	



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# Journey Planner

On this form you can fill in the details of your journey to Autscape to help you plan and to use as a reminder.

Name	Contact Number	
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## Transport

For each flight, train or bus you'll be taking:

Route name or flight number	From	То	Departure Time	Arrival Time

Alternative trains, buses, etc in case you miss one:

Other transport information:

## Stops along the way

If arriving somewhere else before Autscape or meeting others along the way:

### Stop 1

Name of accommodation (e.g. hotel name)	
Address	
Phone number(s)	

### Stop 2

Name of accommodation (e.g. hotel name)	
Address	
Phone number(s)	