

# AUTSCAPE 2017

King's Park, Northampton  
8 – 11 August

## Information Pack

### Introduction

With just under two weeks to go until Autscope, we hope you are getting excited about the experience. This is the somewhat delayed venue information pack. We understand how important it is, especially for autistic people, to know what to expect before doing something new. Unfortunately, we don't always have all the information ourselves. In this document we will give you as information as we can. The website will contain updates as they become available (<http://www.autscope.org/venue/2017>). We hope to be able to provide floor plans and menus when you register at the event.

This is for your information and you may do with it as you will. Print it, transfer to an e-reader, tablet or laptop, or just read it. Much of the information in this pack is also on the website.

If you have any questions about the material in this document please email [registrar@autscope.org](mailto:registrar@autscope.org) or leave a note on your booking (preferred).

Autscope 2017 will be held at [Kings Park Conference Centre](#) in Northampton. The centre is located in a business park adjacent to a University Campus.



### Accommodation

Accommodation for most people will be in twin bedded rooms with ensuite bathroom. There is a £20 charge if you lose your bedroom key. One towel and a bar of soap is provided per person. Each bedroom has a kettle and the cold tap water is drinkable. Some venue staff sleep on site and because of this they ask that the bedroom areas are quiet between 11pm and 7am.



Some people have asked us if they can put a sign on their door to help them find it. You can do so but you must only use Blu Tack to affix it. If you have no Blu Tack, ask at the organisers desk for some.

The bedrooms are serviced only once during our stay. If you wish your bedroom to be serviced on Thursday morning please leave the door hanger on the outside of your bedroom door before you go down to breakfast. The service includes – bathroom cleaning, bin emptying and replacing your bedroom cups. Please check with your room mate that they are willing for the bedroom to be serviced before putting out the hanger.

If at any other time during the conference your bathroom needs to be cleaned, please ask for this at the reception desk. The best time to do this is around breakfast time as the house keeping team has more staff on in the morning.

If you need more tea or coffee sachets for your bedroom, you will find them in the little alcove between the bedroom area and the conference area. If the basket is out of supplies then ask at the venue's reception desk.

## Food Service

Autscape includes three meals per day for people staying on site. It includes two meals for those staying off site (no breakfast unless booked as an extra). Special diets can be catered for if notified in advance. There are two dining rooms. One for a usual level of interaction and the second is a quiet one for those who prefer to eat quietly. At lunch and dinner food is served to the table. Breakfast is self-service.

Mealtimes are:

- Breakfast 8:30 – 9.00 (hot and cold choices available),
- Lunch 1pm (main and dessert)
- Dinner 6.30pm (starter, main and dessert).

As food is served to the table, we ask that people are on time for meals. The venue would like everyone to be sitting and ready to be served at the above times.



Please wait in the lounge until the dining room doors are opened. If you are late for a meal the venue will serve you the course that everyone else is on; they don't go back a course. The hot food isn't available throughout breakfast if you arrive at 9am there will only be the cereal buffet available.

There are no facilities to heat or make your own food.

You order what you want for each meal at the end of the meal before it. Your table will be given a card and each person says which meal they want. Then one person fills out the card to say how many of each meal is required. If you need an adjustment to the meal you specify this. If you are not sure what's in a meal or if it is suitable for you, ask the chef. He will be around at the end of each meal (after everyone is served) to answer your questions. We have more information about this system for selecting your meals on our website at:

<http://www.autscape.org/2017/venue/meals>

*Note: The meal card pictured right is an example of what the card looks like and is not indicative of a menu for the Autscape conference.*

**Evening menu**  
Please choose one dish per person from each of the following options by indicating the numbers in the boxes provided and leave this for our staff to collect.

**Starter**

	Adult	Child
Mushroom soup	<input type="checkbox"/>	<input type="checkbox"/>
Or		
Grapefruit	<input type="checkbox"/>	<input type="checkbox"/>

**Main**

Beef stew & dumplings	<input type="checkbox"/>	<input type="checkbox"/>
Or		
Vegetable stew & dumplings	<input type="checkbox"/>	<input type="checkbox"/>
Or		
Kedgeree (a curried smoked fish dish)	<input type="checkbox"/>	<input type="checkbox"/>

**Dessert**

Crème Brûlée	<input type="checkbox"/>	<input type="checkbox"/>		
Or				
Ice cream	<input type="checkbox"/>	<input type="checkbox"/>		
Or				
Cheese & biscuits	<input type="checkbox"/>	<input type="checkbox"/>		
Cheddar	<input type="checkbox"/>	Or	Stilton	<input type="checkbox"/>

If you have any queries regarding Allergens please ask to speak with one of our chefs.

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The venue will base the first meal on the dietary information given on your booking.

We have the following arrangements in place for people who won't be at breakfast to order their lunch. They are listed in order of preference:

- Leave your order at the venue reception desk by 9:30am
- Ask a friend to order for you
- Leave your order at the organisers desk the night before by 9:30pm. They will then hand it in for you.

The venue ask that we stress that the time to ask for adjustments to a meal is at the meal before it, not during the serving of the meal itself.

The venue can't supply every type of every milk. They will have cow's milk and soya milk (unsweetened). If you require a different type they ask that you bring your own, store it in the participant fridge and bring it into meals with you. This also applies to other foodstuffs you need for meals where you may be the only one needing the food. Please be considerate. The fridge is a half height one shared between 160 participants. Only store what you need. There is a venue rule that anything you store in this fridge must be labelled with your name. Ask at the Autscape organisers' desk if you need a label.

## **Beverages**

The bedrooms have tea/coffee making facilities.

There is a water machine in the lounge.

There is a vending machine (cash only so bring some change).

Autscape will have a non alcoholic bar in the evenings (payment by cash and cheques).

During the day there will be a morning break and afternoon break and tea and coffee will be available then.

Water is served with all meals. Orange juice is served at breakfast.

Alcohol is not allowed anywhere on site. The Sunley Centre, where a number of participants are staying, has a bar and we are welcome to use that. The centre is seven to ten minutes' walk from the venue through the University grounds. By road, it is about 20-25 minutes' walk. For directions, see:

<http://www.autscape.org/2017/venue/infopack17-sunley2.pdf>

## **Shop**

The venue has a little honesty shop that sells essentials and confectionery. You pay at the reception desk either in cash or card (if the amount you've spent is over five pounds).

Elaine will also be running an Autscape shop this year. She can take cash or cheques. She will be selling Autscape merchandise and sweets. There will be an honesty box in operation for this.

Painkillers are not sold at either the above shops. If you need one, ask at the venue's reception desk.

The University campus adjacent to the venue has a convenience store. It is about five to seven minutes walk away through the University's grounds. By road it is half an hour's walk. For directions, please see the Sunley directions, above.

There is a cash machine at the side of the nearby Nationwide building and also one near the shop in the University grounds.

## Venue rules

The venue has some rules they would like us to observe. We have put the full set at <http://www.autscape.org/2017/venue/rules> and summarise the most important ones here.

- Anyone not staying on a residential basis must sign in at reception on arrival and sign out on departure.
- No alcohol is allowed anywhere on site indoors or outdoors.
- No illegal drugs are allowed on site indoors or outdoors.
- Smoking is only allowed in designated smoking areas.
- No pets except guide dogs are allowed on site.
- Lost or unreturned bedroom keys incur a £20.00 charge.
- Tampering with fire equipment or alarms incurs a £50.00 charge.
- Do not prop open internal fire doors.
- Do not stick anything to painted walls. Only Blu Tack may be used on bedroom doors.
- No food is allowed to be heated or reheated on site. The microwave near the fridge is only for heating baby food for infants between meals.
- You may not bring large electrical devices on site.
- No meals are allowed in bedrooms unless you asked for this in advance and got permission (and were allocated one of the few rooms eating is allowed in).
- You may not eat complex food in the lounge. For example you may not order a take away and eat in the lounge. If you want hot or cooked food other than what the venue provide you need to eat it away from the venue.

## Sports

The venue is next door to a sports centre and a tennis centre. All activities must be booked in advance. To book an activity, you need to phone the sports centre.

We understand that some people find phoning difficult. If this applies to you you can ask Elaine (on site team member) to make the phone call for you. If you don't know who Elaine is ask at the organiser's desk.

What's available, how much it costs and when it can be booked is available on our website at: <http://www.autscape.org/2017/venue/sports>

Both the sports centre and the tennis centre have small cafés.

## WiFi

The venue provide free WiFi. Choose WIFI SPARK Hotspots from the network list, and when prompted for 'staff' or 'free' networking, choose 'free'. You will need to enter your name and email address.

## At night

Please be quiet in the bedroom areas between 11pm and 7am.

If you are staying off-site at the Sunley Centre, there is a short cut from the venue, through the university grounds. There is a gate on this short cut that is locked after 10:30pm.

The venue is locked in the evening. We will give you the door code at Autscape.



## Arriving at the venue

Please keep to the normal registration times: **2:30pm – 5pm.**

The organisers will be preparing for the event so please don't disrupt their work by arriving early unless you have arranged this in advance.

If you are coming by car, look for this sign on the right hand side:



The entrance for Kings Park is the driveway just after this sign. Sat-nav systems may try to take you into Regal Close, which is the turn before this one.

The postcode for Kings Park is NN3 6LL

If you are coming by public transport and are using the Autscape arranged transport from Northampton station you will be emailed later.

If you are coming by public transport and making your own way to the venue see: <http://www.autscape.org/2017/venue/transport>

The venue has three car parks. Please try to follow the following guidance regarding which to use:

\* Car park behind the bedrooms – if you won't be using your car during the conference, or will only be using it during day time hours of 10am to 8pm. We ask this so that we can reduce noise near the bedrooms.



\* Car park in front of venue – if you are non-residential, an organiser or have mobility difficulties.

(The car park on on the right at the end of this road.)



\* Park to the left of the venue driveway, before you reach the the conference centre itself, if you are residential and may need your car during the event.



Do not park in the Tennis Centre car park. This is the one after you've passed all three car parks and has a sign "Tennis Centre Parking Only".

## **On the last day**

Autscape finishes immediately after lunch and there is another group using the centre just after us; please help the venue staff by leaving on time. The staff need to start preparing the rooms in the morning so all bedrooms must be vacated by 10am.

There will be somewhere to store luggage between 10am and the end of the event.