

## PRINT THESE PAGES

THEY CONTAIN INFORMATION YOU WILL NEED AT **MEDLINK**

### THINGS TO DO BEFORE MEDLINK

#### 1. GO ONLINE

**For updates:** Check the noticeboard on the website for any breaking news, and make contact with others who will be attending.

**For friends:** You may find someone to travel with, and make friends before you arrive.

**For documents:** Download a copy of our CODE OF CONDUCT at [medlink-uk.net/code-of-conduct](http://medlink-uk.net/code-of-conduct) and your FAST-TRACK Check-in form which you should complete and sign **before** the conference to make sure you avoid unnecessary delay at registration. The form will be available to download early in December and will ask you to confirm you have read and agree to abide by our Code of Conduct.

**For preparation:** To get the most out of the Clinical Skills session, look out for notes on patient conditions and information for the Stethoscope Skills Practical.

**For conference information:** View the Medlink Booklet at [www.medlink-uk.net/medlink-booklet-2014](http://www.medlink-uk.net/medlink-booklet-2014). Before the start of the conference you will be emailed a link to download the full conference timetable and Guide to the Medlink Exhibition and Study Fair. You can print your Guide and timetable or save to a smartphone.

#### 2 LET US KNOW

If you have any **special requirements** – diets, fridge for medication, accessible rooms and so on. In particular, if there is anything that could compromise your safety or comfort during your stay (such as asthma or severe allergy) you **must** let us know in advance. Any information will be treated in the strictest confidence, but we do need to be aware, and we will do all we can to help.

If it is important to you to be with a friend(s) – or in a hall separate from your friends if you are counting your stay towards your D of E residential award – let us know. The university allocates rooms, but we can specify which hall you will be in. If you have the same booking reference and are staying the same nights as your friend(s) you will automatically be put together, but if you have booked separately, then email your request (with BOTH names AND booking references) as soon as possible, but by 27<sup>th</sup> November at the latest.

**For all of the above**, call or email [support@workshop-uk.info](mailto:support@workshop-uk.info).

#### 3 PLAN YOUR JOURNEY

**Arriving:** If you are taking the Pathology option lectures will start at 2.30pm on Sunday 14<sup>th</sup> December and you will need to register between 11am and 2pm. The Chemistry: Upgrade to A\* session starts at 11am on Monday 15<sup>th</sup> December, and if you are taking this but have not attended Pathology, then you will need to arrive and register between 9 and 10.45am. All other delegates will register between 10.45am and 2.15pm on Monday, in time for the start of the Medlink Campus programme at 3pm. Locations of all registrations will be given in your final Booking Confirmation, emailed to you early in December, along with a confirmation of your arrival time, based on the options you have chosen. Allow a good ½ hour for transit from the train station by taxi, longer if coming by bus. 'Brunch' and light snacks will be on sale during the Pathology and Medlink registrations, but if you are arriving on Monday for the Chemistry: Upgrade to A\* session, you should bring a **packed lunch**.

**Going home:** Medlink Campus lectures will finish at 2pm on Wednesday 17<sup>th</sup> December, followed by the Oxbridge session, which will finish at 5.30pm. If you are staying on for the Next Step option, this will finish around 3pm on Thursday 18<sup>th</sup>. You should allow 30 minutes to return to your Hall to get your bags before being collected, and at least a further ½ hour to get back to the train station.

**Campus plan:** Download a **map** showing the campus and main routes to the University at [medlink-uk.net/travel](http://medlink-uk.net/travel). If you are travelling by car, use postcode NG7 2QL for your SATNAV. There are currently extensive road-works near to and on the campus (installing tram tracks) which can make navigation difficult. From 1<sup>st</sup> December we will post advice on our travel and we also advise adding an extra 15-20 minutes to your itinerary as there may be additional traffic or diversions.

No buses run direct to the campus from the train station, but a Trent Barton & Kinch Bus 'Indigo' service travels to the Main Campus on University Park from the coach station. Allow for a 5 minute walk from the bus stop to the campus. A taxi is quicker and will take you right to your registration point. It will cost you approx. £7-£9, but use the website noticeboard to make contacts before you arrive, to share a taxi from the station.

If there is any threat of bad weather or disruption to public transport, you should prepare alternative travel plans. If you cannot arrive in time for your registration, or get home after any session, there will be limited availability for B&B on the campus.

Email [shelley@workshop-uk.info](mailto:shelley@workshop-uk.info) for information and advice.

#### **4 DUKE OF EDINBURGH AWARD**

If you wish to count your stay for the Residential section of your Gold Award, you will need to add both the Pathology and Next Step options to achieve the required 5 days and 4 nights. Full details of what you have to do can be found in the Medlink Booklet ([www.medlink-uk.net/medlink-booklet-2014](http://www.medlink-uk.net/medlink-booklet-2014)) or email [shelley@workshop-uk.info](mailto:shelley@workshop-uk.info) for advice.

## **WHEN YOU ARRIVE**

### **1 WHAT TO BRING WITH YOU**

All your documents - the final Booking Confirmation that you will be emailed in December  
- your Fast-Track Check-in form (completed and signed)  
- this general conference information

Your conference timetable and Exhibition Guide

Your campus plan

Comfortable shoes (the campus is large and you will be walking to lectures), a coat, and a waterproof or umbrella

Pens and paper for making notes

Money for meals, snacks, buses and taxis, and for any items on sale (there are cashpoints on campus, but not much free time to get to them)

Some way of carrying valuables on your person when you are storing bags and during practical sessions

## 2 PARKING ON CAMPUS

Students and bags may be dropped outside Halls, but the only parking there is for blue badge holders. The main Visitor Car Park shown is on the campus plan (download on [medlink-uk.net/travel](http://medlink-uk.net/travel)).

Additional parking will be available at the East Midlands Conference Centre on Wednesday 17<sup>th</sup>, during the Exhibition, and your parents are very welcome to visit the stands with you. All parking is 'pay & display' and charges apply Monday-Friday between 9am and 4.30pm. All day parking is expensive, if you are considering bringing your own car. Check the travel page from 1<sup>st</sup> December for the current situation on parking and road closures due to the tram works.

## 3 WHERE TO GO

You need to register as soon as you arrive on campus, when you will be given your wristband for access to all conference sessions, your tickets for any pre-booked optional sessions, and your stethoscope. All locations of registration points will be confirmed in the Booking Confirmation emailed to you at the beginning of December. You will be able to store luggage until your room is ready and there will be an optional accompanied walk from your registration point to your first lecture, so you don't get lost.

**Late Arrival:** If you arrive after your registration is due to finish, still go to your registration point, as someone will still be there to meet you for a further hour after your registration closes. If you will be arriving later than this, you should call the Event Manager on **07966 463624** for advice on where to report.

## 4 YOUR ACCOMMODATION

All rooms are single study bedrooms and linen and (small) towels are provided. Access rooms are available, but you must let us know in advance if you require special facilities. The Hall where you will stay will be confirmed in your final Booking Confirmation. Room allocations are made by the University, but if it is important to you to be near a friend(s), let us know now (email [support@workshop-uk.info](mailto:support@workshop-uk.info) with **both** names **and** booking reference numbers) and we will pass on your request. If you are taking different options to your friends, we cannot guarantee to put you together, but we will do our best. All requests must be made by **28<sup>th</sup> November at the latest**.

When you get to your room, if you find any damage to furnishings or fittings in the room, or if it is not clean, please tell a member of Workshop staff **straight away**. They will report it to the University and arrange a new room if necessary.

Note that smoking of any description is strictly prohibited in all University buildings, including your room.

## 5 PHONE HOME

If you are travelling independently, **please** phone home to let your family know you have arrived safely.

## WHILE YOU ARE ON CAMPUS

### 1 MEALS

Breakfast will be served from 7 – 8.30am in your own Hall dining room (or occasionally in an adjacent Hall). Other meals can be bought on campus (locations will be in your timetable) for around £4.50 for lunch and £6.50 for dinner. Vegetarians and vegans are routinely catered for but let us know about any other requirements or dangerous food allergies. Drinks and sweets/crisps will be on sale during breaks between lectures.

### 2 LECTURES

Lectures and practical sessions will be held in University teaching rooms, often a 20-30 minute walk away from your Hall. You can choose to join an accompanied walk from Registration to your first lecture, so you will know where to go. A full timetable will be available to download before the start of Medlink. There should be sufficient time between sessions for you to move to a different location if necessary, but make sure you set off in good time to arrive promptly for each session.

### 3 EXHIBITION & STUDY FAIR

The Exhibition and Study Fair will be held on Wednesday 17<sup>th</sup> December, in the East Midlands Conference Centre. You will be given a specific entry time during the morning for the Main Hall in your timetable and you must follow this, to avoid overcrowding. Your family is welcome to view the Exhibition with you, but delegates' parents may enter later in the day if they are unable to arrive early. There will also be seminars for parents during the day; full details will be found in the Parents' Information on our website from early December.

### 4 YOUR SAFETY AND SECURITY

There will be a short Health & Safety presentation at the start of the programme, telling you what to do if you need help at any time, day or night and giving you emergency telephone numbers to call. If you miss this, you should ask at the Information Desk at the earliest opportunity. Medical facilities are available on campus and in nearby walk-in centres and A&E. Contact Workshop staff straight away if you are feeling unwell. There will be a conference Information Desk outside all lecture theatres, or approach any member of Workshop staff (wearing red 'Workshop' lanyards, with ID) for help. If you lose the emergency numbers given to you, and need help, you can ring **07966 463624**.

### 5 BEHAVIOUR

Students are required **at all times** to abide by the Workshop Code of Conduct and may be asked to leave if they do not. Download this at [medlink-uk.net/code-of-conduct](http://medlink-uk.net/code-of-conduct).

### 6 BEFORE YOU LEAVE

On your last morning you **MUST** return your room key **to your Hall** before 9.00am. Halls need to replace keys quickly, and the University will charge you £25 (+ vat), even if it is handed in later in the day. There will be a room in your hall to store your bags until you leave but **keep valuables with you**. If you are being collected from the campus (by taxi or family) you should arrange for them to come to your Hall of Residence not the lecture theatre or the East Midlands Conference Centre.

## INFORMATION FOR PARENTS AND GUARDIANS

It is important you keep your family informed about the conference. Please download information specially for them at [medlink-uk.net/parents-information](http://medlink-uk.net/parents-information).

If there are any questions either you or your family have that have not been answered in the information above, please contact us, either on [support@workshop-uk.info](mailto:support@workshop-uk.info) or by calling 01509 233133 (Monday - Friday, 9am - 5pm).

Remember, your family are warmly welcomed to join you at the Exhibition and Study Fair in the East Midlands Conference Centre on Wednesday 17<sup>th</sup> December. Full details will be available nearer the time.