

# delegate information



Thank you for choosing Scarman, one of Warwick Conferences Training and Conference Centres. Our staff at Scarman are there to help you and they will go out of their way to make sure your stay is just as you want it to be. If you need anything just ask.

For more information visit the website at [www.warwickconferences.com/scarman](http://www.warwickconferences.com/scarman) or call 024 7622 1111 or email [scarman@warwick.ac.uk](mailto:scarman@warwick.ac.uk)



## for your stay

**your room** Our 200 en suite bedrooms have been designed with your comfort in mind and all have: spacious desk area with power and telephone socket, free internet access via network point, direct dial telephones, television, double bed, radio alarm, wake-up calls, refrigerator, tea and coffee making facilities, mineral water, hairdryer, iron and ironing board, trouser press and are fully equipped with towels and toiletries.

**reception** Our Reception staff will be pleased to answer your queries between 7.00am – 11.00pm. A Night Porter is available at other times. You can contact Reception by dialling 4007 from your room. Our direct line is 024 7622 1111. Duty Managers are available at any time during your stay, please contact Reception.

**business centre/internet café** Our business centre and internet café are accessible 24 hours a day. They are equipped with PC's containing the latest software and IT applications. You can access the internet free of charge. Print, fax and photocopy services are also available for a small charge.

**luggage** If you require assistance with your luggage, please ask at Reception. For your convenience we provide a secure area to store luggage near Reception.

**meals** A buffet breakfast, followed by a delicious carvery lunch make the most of working hours. Each evening you enjoy an imaginative three course dinner with silver service. Two private rooms – one with an atrium roof, the other intimate and formal – are just the thing for stylish dining. For further information please contact Reception. Meals are usually served between the following times.

Breakfast 7.30am – 8.30am  
Lunch 12.30pm – 1.30pm  
Dinner 7.00pm – 8.45pm

Please check with your course tutor for the dining times arranged for your group. The dining room is non-smoking. You are asked to respect our informal but smart dress code and not to use mobile telephones in the Restaurant.



**coffee lounge/bar** Our spacious lounge offers unlimited refreshments at any time of the day. With comfortable seating and direct access to a patio and landscaped gardens, it's the ideal place to network. An inviting bar helps everyone unwind after hours, adding the finishing touch to every successful day. Our bar is open 12:00 noon-1:30pm and 6:00pm-late. Our lounge also has free wireless access enabling guests to connect to the internet using their laptop computer.

**emergency** In the event of an emergency or accident, please dial extension 4007 on any internal phone for Reception who will summon assistance. Please inform Reception on arrival of any special requirements you may have in the unlikely event of an evacuation, (e.g. hearing or walking difficulties).

**sports facilities** There is a small exercise room at Scarman and guests can also make use of the free sports and swimming facilities in the Sports Centre on the University campus. Details and opening times are available at Reception.

**checking in/out** Rooms will be available after 3.00pm for check in Monday – Friday, and after 6:00pm at weekends. Please vacate your bedroom and settle any personal charges by 9.30am on your day of departure. Accounts may be settled by personal cheque supported by a banker's card, Mastercard, Maestro, cash, Visa or American Express.

**car parking** Ample free car parking is accessible via a barrier operated system. Disabled parking spaces are available at the front of the car park.

## getting here

Getting here couldn't be easier. Scarman is located at The University of Warwick on the outskirts of Coventry and is easily accessible by road, rail and air.

**by road** The University of Warwick is located at the centre of the Midlands Motorway Network. A Location Map with detailed instructions can be obtained from your Event Organiser. Alternatively, you can download the map as a pdf from the website at [www.warwickconferences.com](http://www.warwickconferences.com), following the link 'getting here'.

**by rail** Coventry Intercity Station is on the Main West Coast Line with regular trains connecting with other major towns and cities. Trains run every half hour to London with an approximate journey time of 70 minutes. Services to Birmingham International and Birmingham New Street are frequent throughout the day. There is a large taxi rank at Coventry Station, just four miles from Scarman. Alternatively, a regular bus service is available.

**by air** Birmingham International Airport is only 20 minutes by taxi. A frequent train service operates to Coventry from Birmingham International Station, adjacent to the airport. Coventry Airport is situated at Baginton, to the east of the city and is just 15 minutes from Scarman.

**around and about** From the home of rugby to the home of the greatest English playwright, a visit to Coventry and Warwickshire has something for everyone. With cathedrals, castles, stately homes and gardens, museums and galleries, to the largest Arts Centre outside London, Coventry and the surrounding Warwickshire region offer the best of town and country. If you'd like to know more about what you can do to make your stay even more enjoyable, pick up a copy of the 'Coventry it' visitor guide from Scarman, ask a member of our team, or visit [www.visitcoventry.co.uk](http://www.visitcoventry.co.uk)

## talk to us

We strive to continually improve our meeting experience – whether it is the quality of our product or the standard of service. We want to hear your thoughts, opinions and suggestions. Tell us what we do well and what we could do better. Please take a moment to complete a feedback form or speak to a member of Scarman's management team.

We hope you enjoy your stay at Scarman and look forward to welcoming you back again soon.

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