

E&A Waterski & Disabled Waterski

25th Annual Officials Seminar 2020



Bulletin 1 Royal Holloway College, Egham UK 3rd to 5th April 2020

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E&A Waterski & Disabled Officials Seminar

Venue – Royal Holloway College, Egham, UK.

Dates 3rd – 5th April 2020

Organised by

The Disabled & Waterski Councils of the IWWF Europe Confederation

The British Waterski and Wakeboard Federation

Dear Friends,

We are pleased to invite you to the 25th annual IWWF European Confederation Waterski and Disabled Officials Seminar to be held on the Royal Holloway College University of London campus in Egham, Surrey, UK.

This is the second seminar to be held in the UK, the first being 20 years ago in 2000.

We would like to remind you that only those Officials who have attended an Official's seminar within a three year period will be considered for Titled Events and other major competitions. But of course, you are welcome to attend every year as there is always something new to learn and discuss.

So please make every effort to attend this 25th Seminar and make it as successful as all the others.

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Paul Airey

Waterski Council President

Disabled Council President



E&A Waterski & Disabled Official's Seminar

Provisional Schedule

Friday 3rd April: 14.00 – 18.30 Plenary Session (All together)

Friday 3rd April: 19.00 – 23.00 Seminar Dinner at Brooklands Museum

Saturday 4th April: 09.00-18.00 Plenary Session (All) and Breakout Groups

Saturday 4th April: 19.30 – 23.00 Seminar Dinner at Founders Building

Sunday 5th April: 0900 – 12.30 Final Plenary Session (All together)

A detailed schedule will be included in Bulletin 2

Registration and Payment

Registration is a two part process:

- 1. Register your details and intention to attend on the form available on the <u>www.iwwfeatc.com</u> website.
- 2. Book your accommodation and seminar options through the BWSW website and booking system as outlined below.

The Seminar is being held on a College Campus and not in a hotel. As a result, reservations, seminar booking and all related payments for accommodation, meals and social events must be made in advance through the British Waterski and Wakeboard online booking system. This is accessible through www.bwsw.org.uk

This process must be completed before 8th March 2020.

You will need to have a BWSW online account in order to book on to the event however, you do not need to be a current active member of BWSW. If you do not have an online account already, you can

simply register now at <u>https://www.bwsw.org.uk/membersarea/login/register_user.asp</u> and continue to book on to the E&A Seminar event.

If you are already registered on the BWSW website you can go directly to the E&A Seminar Event booking page at <u>https://www.bwsw.org.uk/events-and-results/e-a-seminar-2020/</u> for Seminar and accommodation booking or <u>https://www.bwsw.org.uk/events-and-results/e-a-seminar-2020-without-accommodation/</u> for booking the Seminar without accommodation.

You can book for one or two people at a time on your booking.

If there are any booking requirements, or options (such as partner not attending the Seminar) which are not available please contact Kylie Cooper directly on **either Kylie@bwsf.co.uk** or 01932 579934/07799 812106.

The following describes the various booking options for single or double occupancy. There are also different options to book accommodation and packages from Wednesday 1st April until Sunday 5th April depending on your planned arrival date. The 'sessions' relates to the fee you are selecting when you go through to the booking on the following pages.

Wednesday 1st April – Accommodation and Breakfast

This booking session is for accommodation only. You can book for a single occupancy or a double. If you are booking a double occupancy you must select the main delegate as the 'Double Occupancy' and then the second delegate as the 'Double Occupancy & Seminar - No Fee' option as the fee is included within the main 'Double Occupancy' session.

Single: £75 Double: £120

Thursday 2nd April – Accommodation and Breakfast

This booking session is for accommodation only. You can book for a single occupancy or a double. If you are booking a double occupancy you must select the main delegate as the 'Double Occupancy' and then the second delegate as the 'Double Occupancy & Seminar - No Fee' option as the fee is included within the main 'Double Occupancy' session.

Single: £75 Double: £120

Friday Night Seminar Dinner

This dinner will take place on Friday 3rd April at The Brooklands Museum, Weybridge. You can book tickets for each delegate on this session. *Ticket per person: £50*

Brooklands was a 2.75-mile (4.43 km) motor racing circuit and aerodrome built near Weybridge in Surrey, England, United Kingdom. It opened in 1907 and was the world's first purpose-built 'banked' motor racing circuit as well as one of Britain's first airfields, which also became Britain's largest aircraft manufacturing centre by 1918, producing military aircraft such as the Wellington and civil airliners like the Viscount and VC-10.

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The circuit hosted its last race in August 1939 and today part of it forms the Brooklands Museum, a major aviation and motoring museum, as well as a venue for vintage car, motorcycle and other transport-related events.

Friday 3rd/Saturday 4th Package (24 hour rate)

This booking session is for; accommodation for Friday night, breakfast Saturday morning, refreshments, Saturday lunch and 24 hour seminar attendance. You can book for a single occupancy or a double. If you are booking the double option this also includes breakfast, lunch and accommodation for both delegates. Again, If you are booking a double occupancy you must select the main delegate as the 'Double Occupancy' and then the second delegate as the 'Double Occupancy' session.

Single: £120 Double: £215

Saturday 4th/Sunday 5th Package (24 hour rate)

This booking session is for; accommodation for Saturday, breakfast Sunday morning, refreshments, Saturday night dinner and 24 hour seminar attendance. Sunday lunch is not included but there are various options both on and off campus. You can book for a single occupancy or a double. If you are booking the double option this also includes breakfast, and accommodation for both delegates. Again, If you are booking a double occupancy you must select the main delegate as the 'Double Occupancy' and then the second delegate as the 'Double Occupancy' session.

Single: £125 Double: £240

Further details and contact information

Kylie Cooper

Email: kylie@bwsf.co.uk Telephone: +44 (0)7799 81210/+44 (0)1932 579934

Delegate Information and Joining Instructions

This document provides details on travelling to the Royal Holloway campus, finding your accommodation, registering for the seminar and the facilities available to you. You can download a <u>campus map</u> from the Royal Holloway College website to help find your way around once on campus.<u>https://royalholloway.ac.uk/media/1637/rhul-campus-map.pdf</u> The seminar will be held in the Windsor Building; accommodation will be in Reid and Tuke Halls and breakfasts and onsite dinner will be in the Founders Dining Hall. These are all within walking distance of each other.

1. Arriving at Royal Holloway

• By Air

For those arriving at London airports, we strongly recommend that you do not take the expensive black cabs, but call either Windsor Cars <u>http://www.windsorcars.com/</u> (+44 1753 677677) or Gemini Cars <u>http://www.geminicars.co.uk/</u> (01784 471111). Windsor Cars have a dedicated email for prebooking journeys: <u>bookings@windsorcars.com</u>. Most local taxi companies know the Royal Holloway campus well and should be able to drop you at the correct area for check-in.

• Taxi from Heathrow

If called on arrival, the cash price from London Heathrow (any terminal) is approximately £21.00. The driver will meet you at a given location within arrivals. The collection point at Terminals 1-4 is at W H Smith in arrivals. At Terminal 5, the collection point is at Costa Coffee. The collection point will be confirmed when you call. Please note payment by credit card will incur a charge.

If pre-booked, the cash price from London Heathrow (any terminal) is approximately £26.00. The driver will meet you in arrivals with a named sign. Please note payment by credit card will incur a charge.

• By Bus from Heathrow

There is a reasonable bus service from Heathrow Terminal 5 to Royal Holloway. The number 8 bus leaves from outside Terminal 5 and <u>not</u> from the Central Bus Station. If you arrive at another terminal, please follow flight connection signs for internal airport transfer to T5. Timetables for the number 8 can be found through the following link:

https://www.firstgroup.com/berkshire-thames-valley/planjourney/timetables/?operator=1&page=1&redirect=no.

• Taxi from Gatwick

A taxi from Gatwick costs $\pounds 6_{3.00}$ and must be pre-booked. This price includes a 4_{0} minute waiting time and parking for up to an hour once the flight has landed. Please note payment by credit card will incur a charge.

Sharing a taxi with other delegates will help keep costs to a minimum.

• Train from Gatwick

There are frequent services from Gatwick Airport into London. The route is from Gatwick to Clapham Junction and then Clapham Junction to Egham. The journey is around 75 minutes.

• Uber from Heathrow or Gatwick

Uber is now available to use from London Heathrow and Gatwick Airports. Once booked using the Uber app the meeting point will be confirmed. (Normally in a short-term carpark). Uber is generally cheaper than using an airport London Black cab.

• Train from Stansted

The train journey from Stansted Airport takes about 2 hours 20 minutes via London Train terminals of Liverpool Street and Waterloo.

• Travel from Luton Airport

The train journey from Luton Airport takes about 2 hours 20 minutes via London Train terminals of St Pancras and Waterloo.

• By Train from London

There are frequent services from London Waterloo to Egham (35-40 minutes);. Services at weekends, especially those on Sundays, are less frequent than on weekdays. Train links to the rest of the country are available via the London stations or Reading. There are usually taxis waiting outside Egham station to take you to Royal Holloway, which is located less than a mile from the station. https://www.southwesternrailway.com/.

• By Car

Royal Holloway is on the A₃o, 19 miles from central London and about a mile south-west of the town of Egham. It is 2 miles from junction 13 of the M₂₅ (London Orbital). After leaving the motorway, take the A₃o west, signposted to Bagshot and Camberley (this is the Egham by-pass). At the first roundabout, take the second exit. At the second roundabout, take the second exit and continue on the A₃o up Egham Hill. Royal Holloway is on the left at the top of the hill. Free parking is available on campus. The car parks are indicated on the campus map. The SAT NAV post code is TW20 oEX.

Car Parking Arrangements

Seminar delegates will **not** need to register their vehicles in advance and therefore the car park signage requesting visitors to register their vehicles **does not apply**. The campus map shows a variety of car parks on site. For Seminar guests, we would suggest **P4, P8 or P12** car parks.

As car parking spaces are free of charge, they cannot be booked and are allocated on a first come, first served basis. In the unlikely event that the on-campus car parks are full, please use **P14** or **14a** on the north side of the A30, off Harvest Road.

Please note no parking is allowed on the roads by the Halls of Residence, or in the reserved bays along the west side of Founder's, opposite the hockey field. All parking must be legal, or Penalty Charge Notices will be issued.

Directions on Campus

Please use the campus map given at registration to find your way around campus. There will be some conference signage, but this will be minimal in compliance with College policy.

The <u>campus map</u> will help locate your accommodation block and conference venue before arrival.

Mobility Issues

Please ensure that any mobility issues which were not given during the online registration process, have been forwarded to the conference organisers at least 5 working days before arrival.

2. Accommodation – Reid and Tuke Halls

• Check-in

Regular check-in is from 16.00 at the **Hub Reception**.

If you will be arriving late at night, please email <u>newhalls@royalholloway.ac.uk</u> or call +44 [o] 1784 443285, **before** your arrival date.

If your arrival is later than 22.00, our security staff at The Hub reception will be able to issue your key and give directions to your room. If a member of the security team has provided the key, please ensure you check in with The Hub or Founder's reception the following day to confirm your arrival. Our security team can be contacted on +44 [0] 1784 443063.

Our Customer Services team can be contacted on +44 [0]1784 443052 between 07:00 and 22:00 if required.



No vacancies exist for those who have not pre-booked accommodation.

Reid and Tuke Halls have shared kitchen/social areas, allowing ample opportunity to network with your fellow delegates. Cooking is not permitted in these kitchens, but you may use microwaves and refrigerators. Tea and coffee making facilities are available in the kitchens for delegates to use.

Rooms also include:

- Full bed linen
- Basic toiletries and towels
- WiFi
- Tea and coffee making facilities are available in the shared kitchen (Fairtrade products)
- En-suite bathroom with a toilet, hand basin and shower.

Please remember to bring electrical adaptors with you if travelling outside of UK and note that rooms do not have shaver sockets.

Your towels and bed linen will be changed every 3rd day.

• Check-out

It is important that all residential delegates check out by 10:00 on the day of departure. Please return room key cards to the Hub reception to complete the check-out process. Limited luggage storage is available at the Hub reception, so there will be a room allocated for luggage in the Windsor Building should this be needed.

Taxis for departure can be ordered through the Conference Assistants up to the final day of the conference and from The Hub reception from then onwards. Taxi share is encouraged to avoid a higher carbon footprint for the conference and to save money.

3. Seminar Registration

Registration will take place in the foyer of the **Windsor Building** on the campus plan on arrival day.

Delegates will receive a badge which allows access to the building, participation in the seminar and meals/refreshments. Anyone without a badge will not be able to access sessions or events. Please always wear your conference badge, as identification is required to access conference services and sessions. You will receive your full delegate pack at registration and any queries about the seminar and our facilities can be answered then.

Local Restaurants

<u>Pub food</u>

The Packhorse

Now leased by Royal Holloway, this newly refurbished pub (formerly known as the Monkey's Forehead) offers decent food at fair prices. Located opposite the college towards Egham.

(70 Egham Hill, Egham TW20 oBQ Egham Hill, Egham)

The Barley Mow

A historic pub situated on the green after which Englefield Green is named.

(Englefield Green, Egham TW20 oNX)

The Beehive

A cosy pub that serves traditional pub food and German dishes as well. (34 Middle Hill, Englefield Green, TW20 oJQ) <u>Italian</u>

Caspari

A gem of a local restaurant that serves traditional Italian food cooked beautifully. (4 St Jude's Road, Englefield Green, TW20 oDB)

Caffé Gondola

A lively Italian restaurant that also boasts a bar, and dishes out cheap, good food and quick service.

(168 High Street, Egham, TW20 9HP)

Prezzo

A member of the familiar chain that provides simple, tasty Italian dishes.

(2 Egham Hill, Egham, TW20 oAY)

<u>Indian</u>

<u>Megna</u>

On the main street of Englefield Green, providing classic tasty dishes and consistently great service for reasonable prices.

(2 St Jude's Road, Englefield Green, Surrey TW20 oDB)

<u>Chinese</u>

Magic Wok

Authentic Beijing and Sichuan dishes on the Egham High Street.

(17 High Street, Egham)

<u>Thai</u>

Eat Thai

Provides traditional and fusion Thai dishes conveniently situated on Egham High Street.

(67 High Street, Egham)

<u>Other</u>

Loch Fyne Restaurant

A member of the familiar chain of fish restaurants that serves fresh British fish.

(5-6 High Street, Egham, Surrey TW20 9EA)

Bar 163

For something a little fancier, this is the place to go. Delicious food, tasteful décor, and a walled garden which is perfect to enjoy your meal in on a Summer evening.

(163 High Street, Egham, TW20 9HP)