



## What to expect: A guide for guests with additional needs

At Royal Holloway, we welcome visitors and students of all abilities. Whether you have a Specific Learning Difficulty, Physical Disability, Visual or Hearing Impairment, or any other additional need and require support during the day, please let us know.

### **Planning your day**

We understand that for some individuals, visiting a new place can be a stressful experience. To help you prepare, here is a short introduction to some of the places and people you may encounter during the day. The HE Teaching Development Conference 2024 will take part in the Moore Building (number 1 on the campus map, circled overleaf).

# The Map

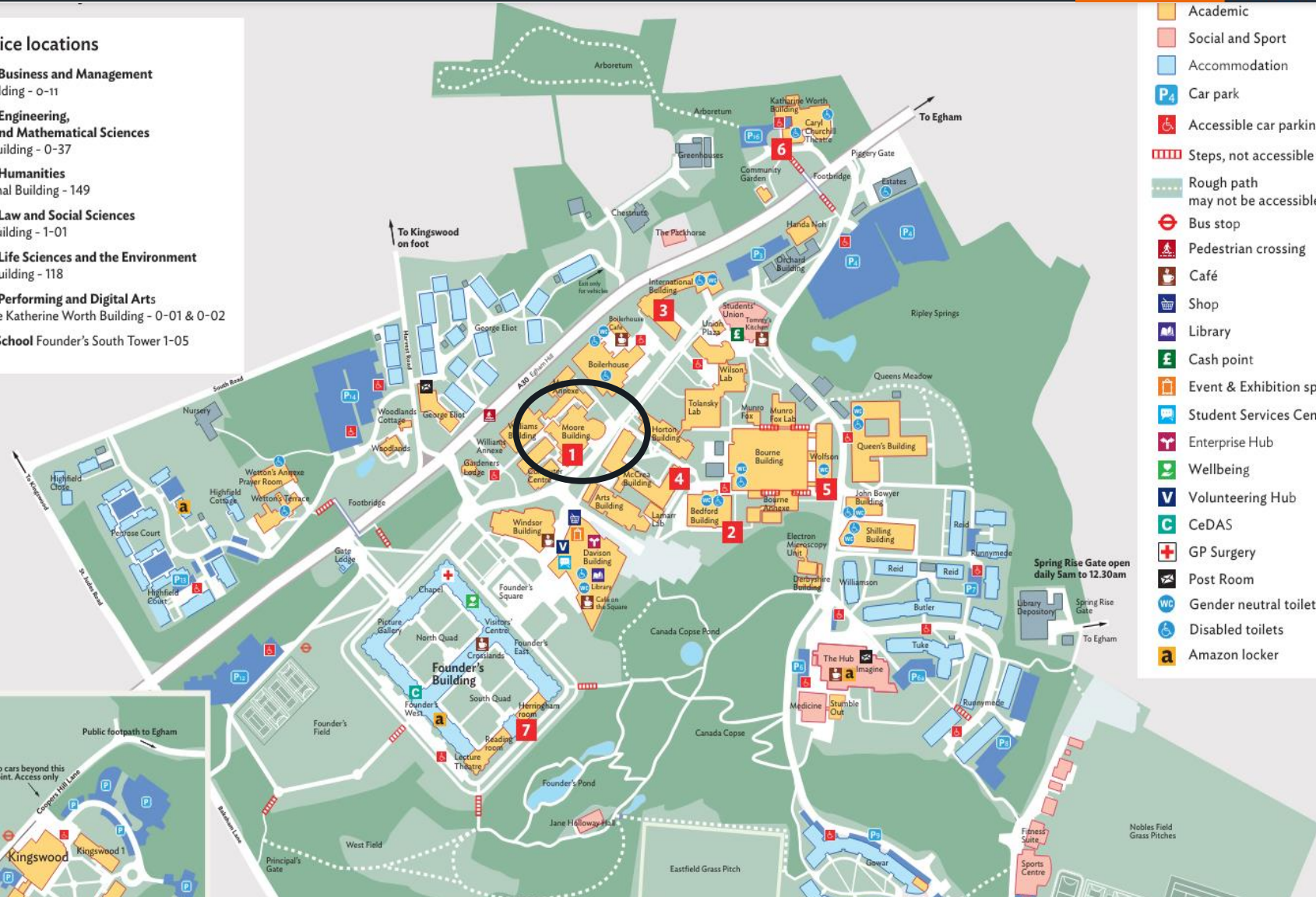


**ROYAL HOLLOWAY UNIVERSITY OF LONDON**

## School office locations

- 1 School of Business and Management**  
Moore Building - 0-11
- 2 School of Engineering, Physical and Mathematical Sciences**  
Bedford Building - 0-37
- 3 School of Humanities**  
International Building - 149
- 4 School of Law and Social Sciences**  
McCrea Building - 1-01
- 5 School of Life Sciences and the Environment**  
Wolfson Building - 118
- 6 School of Performing and Digital Arts**  
Main office Katherine Worth Building - 0-01 & 0-02
- 7 Doctoral School Founder's South Tower 1-05**

- Academic
- Social and Sport
- Accommodation
- P Car park
- ♿ Accessible car parking
- ▬▬▬▬ Steps, not accessible
- ⋯ Rough path may not be accessible
- ⊖ Bus stop
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- ☕ Café
- 🛒 Shop
- 📖 Library
- £ Cash point
- 📺 Event & Exhibition spaces
- 🗨 Student Services Centre
- 🏢 Enterprise Hub
- 🌿 Wellbeing
- V Volunteering Hub
- C CeDAS
- + GP Surgery
- ✉ Post Room
- WC Gender neutral toilets
- ♿ Disabled toilets
- a Amazon locker



# Getting to Moore



## **From the main gate**

Walk down towards Founders and turn left. Follow the road around and Moore building can be found on the left hand-side of the road.

## **From the side gate (Piggery gate)**

Walk past the carpark and up to the zebra-crossing near a red brick wall. Take the steps or the ramp up to the student's union pub. Cross the courtyard, and turn left, following the road. The Moore building is just over the hill and will be on the right-hand side of the road. It is recognisable as a large, round grey building from this side.

## **From the back entrance (The Sports Centre on Prune Hill)**

Follow the path through the woods. You can either go up the stairs, or through the back of the halls for step-free access. At the top of the stairs, turn right and follow the road. Turn right at the top of this road and walk down the path until you get to the red brick wall with the ramp up to the SU building from this side. As above, go up the ramp, across the courtyard and follow the road to the left. Moore building will be recognisable as a large, round grey building from this side.

# The Moore building - Entrance



The conference takes place on the ground floor of the Moore building and so is wheelchair accessible.

The building has a ramp at the entrance (to the left of the stairs in the below picture). There are buttons to open the automatic doors for easier access.

The Moore building is recognisable as it has large green and yellow panelling on one side of the building. On the other side, it appears as a large, rounded grey dome.



*The front doors of Moore Building*



*The Moore Building has panels and a dome*

# The Moore building – Getting around 1



The following pages describe the main rooms being used by the conference on the day.

All rooms that will be used on the day are accessible via the **Moore foyer** pictured below. This is where the lunch/refreshments will be served, and where most of the socialising/networking will take place.



*The Moore foyer.*

# The Moore building – Getting around 2



The **Moore Lecture Theatre** is located behind the white doors to your right as you enter the Moore building from the front entrance.

The **disabled toilets** and **toilets** are located behind the white doors at the far end of the foyer, and then you turn right and head to the end of the corridor.



*The foyer, with a view of the lecture doors and the doors to the toilets.*

# The Moore building – Getting around 3

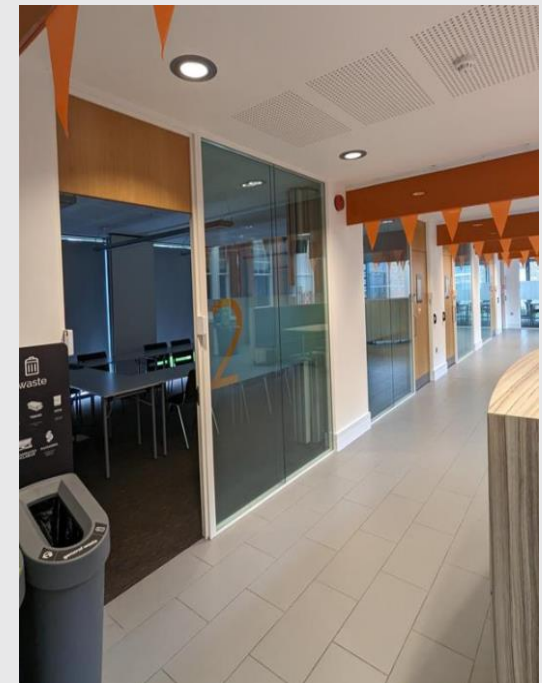


The **seminar rooms** and **quiet rooms** are around to the left as you enter from the main door. The hallway is located by the blue sofas, underneath the white overhanging ledge.

On the right-hand picture, **Seminar Room 2** is the first door on the left, and **Seminar Room 3** is the second. The **quiet room** (Seminar Room 6) is the door in the far-left corner of the hallway.



*The Moore seminar rooms are to the left behind the blue sofas.*



*The Moore seminar rooms*

# The Moore Lecture Theatre



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The **welcome, keynotes** and **panel sessions** will take place within the **Moore Lecture Theatre**. This room is lit by adjustable, synthetic overhead lighting. It has one lectern for the speaker in the centre of the room, with a large projector board behind this.

There are 5 rows of seats with desks, all positioned in a semi-circle around the front lectern. There are sockets situated on the end seats of some rows for guests with chargeable devices. Please note that the front row will be reserved for guests with access needs.

The **main entrance/exit** is the white door to the **left** of the bottom right-hand picture. The **fire door** is the white door on the **right**.



*The Moore Lecture Theatre, photographed from both the speaker (top) and audience member (bottom) viewpoint*



# The Moore Seminar Rooms



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The interactive **workshop** activity will take place within **Seminar Room 2** or **Seminar Room 3**. You may choose which session to attend based on your interests on the day. A team of event ambassadors will be on hand to help you find these rooms.

Both rooms have glass panel walls for natural lighting, and a TV in the centre of the far-left walls for presentations.



*Interior of Seminar Room 2*



*Interior of Seminar Room 3*

# The Quiet Room



A Quiet Room for guests who may require a space with reduced sensory input is available in **Moore Seminar Room 6**.

This room is located in the back left corner of the corridor where **Moore Seminar Rooms 2** and **3** are located. It is clearly labelled with a large, white number 6 on the door. The room is smaller and has good natural lighting.

If you need help finding this room, please approach an event Ambassador who will be happy to help you.

*Left: The quiet room is labelled 6 on the door.*

*Far Left: The interior of the Quiet Room*





## Wheelchair Access

The conference takes place on the ground floor of the Moore building only. This building is accessible via a ramp and has buttons to open the automatic doors. The disabled toilets are also located on the ground floor to the rear, right-hand side of the building. Please note that some of our campus has 19<sup>th</sup> century architecture which may make accessibility more challenging. You can check the accessibility of all our buildings ahead of your visit via the [AccessAble](#) site.

## Disabled Parking

Blue badge holders can find designated parking spaces in all of our main car parks. There are also a number of stepfree access routes from the car parks to the Moore building. If you will require any assistance on arrival, please send an email to: [premisesadmin@royalholloway.ac.uk](mailto:premisesadmin@royalholloway.ac.uk) in advance of your visit and they will be happy to help.

# Gender Neutral Toilets



## Gender neutral toilets

The nearest gender neutral toilets are located in **Emily Wilding Davison** building (the library). You can get here by crossing the road when you exit Moore, and turning right. The library is the building behind the orange-appearing building just across from Moore's entrance.

There are also gender neutral toilets in **Boilerhouse Café**. These can be found if you turn left when you exit Moore building, and follow the road down. Note that Boilerhouse is located down a steep ramp off to the left-hand side of the road, and this may pose an access issue to some guests.

If you need help locating our nearest gender neutral toilet, our **event Ambassadors** will be happy to give directions on the day.

## Map of gender neutral toilets

The location of all gender neutral toilets are marked with a blue WC symbol on the map overleaf. We have also circled the **Emily Wilding Davison** and **Boilerhouse buildings** for ease.

# Location of Gender Neutral Toilets

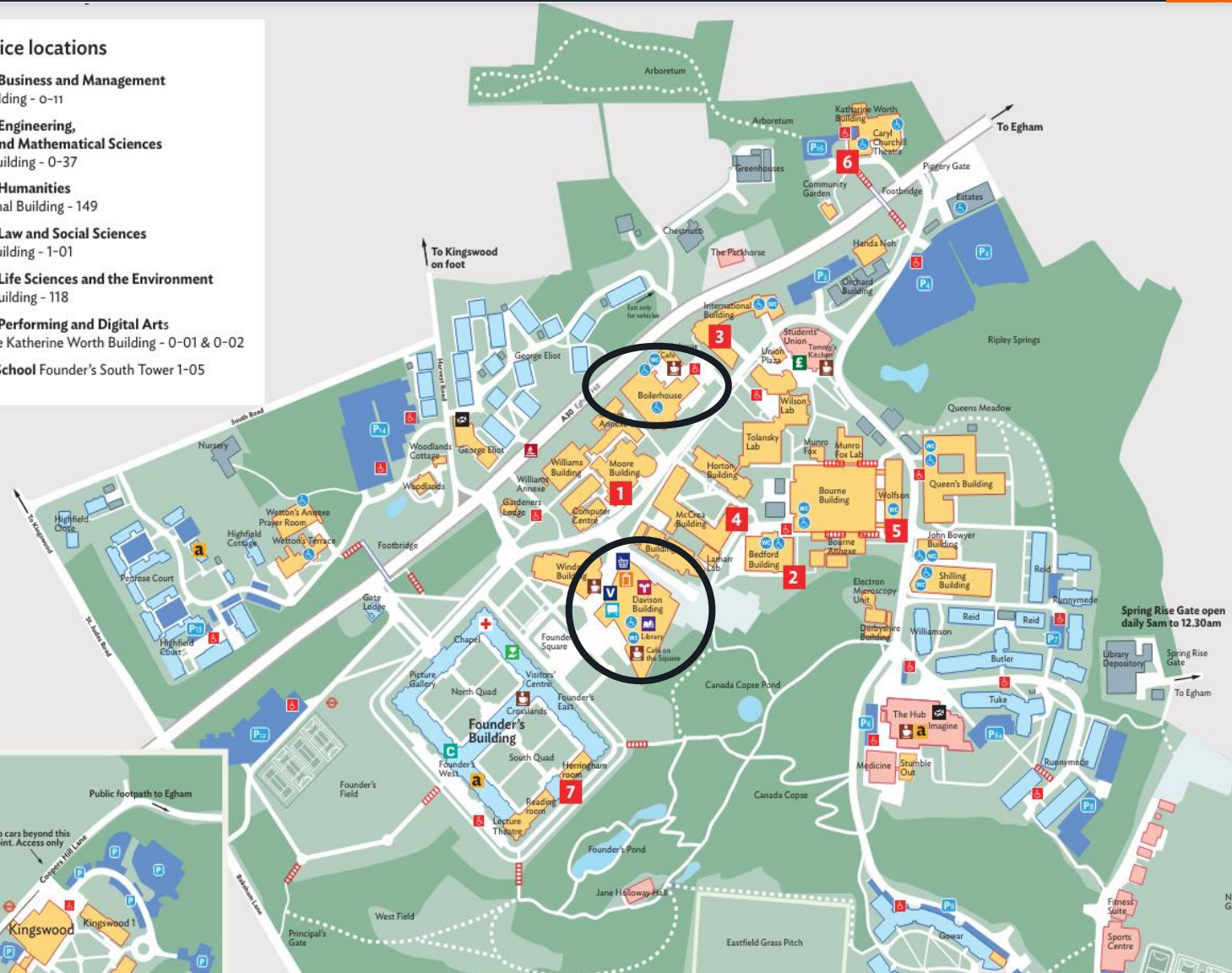


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## Hearing and Visual Impairments

The lecture theatre in the Moore Building is fitted with hearing-loop systems for individuals with hearing impairments. If you require forms or documents in enlarged print, please inform us before the day so that we can arrange these for you.

## Neurodivergent guests and guests with sensory processing difficulties

We appreciate that some guests may have sensory processing differences. We encourage any guests to use the designated quiet room (**Seminar Room 6**) if they feel the need to during the conference. If you have any specific issues (e.g. with fluorescent lights, certain noises) due to neurodiversity or other conditions, then please feel free to get in touch with us in advance ([HETDconference2024@rhul.ac.uk](mailto:HETDconference2024@rhul.ac.uk)) so we can see what we can do to make our environment as accessible as possible for you.

## Other needs?

Please get in touch with us and we will see what we can do! You can email Dr Aysha Bellamy at [HETDconference2024@rhul.ac.uk](mailto:HETDconference2024@rhul.ac.uk)

# Event Organisers



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There will be someone from our wonderful team at THESIS to welcome you as soon as you arrive in the Moore foyer on the day.

We also include a picture of the main organisers of the conference, so you know who to look out for on the day.



**Dr. Nuno Nodin (he/him)**  
Event organiser



**Dr. Danijela Serbic (she/her)**  
Co-organiser and  
Keynote Speaker

# Event ambassadors



If you require any assistance on the day, then you may wish to speak to one of our **event ambassadors** (pictured below). You can also reach out with any general enquiries before the day to Dr. Aysha Bellamy at: [HETDconference2024@rhul.ac.uk](mailto:HETDconference2024@rhul.ac.uk)



**Dr. Aysha  
Bellamy**  
(she/her)

**Dr. Beatrice  
Hayes**  
(she/her)

**Dr. Isabelle  
Vainieri**  
(she/her)

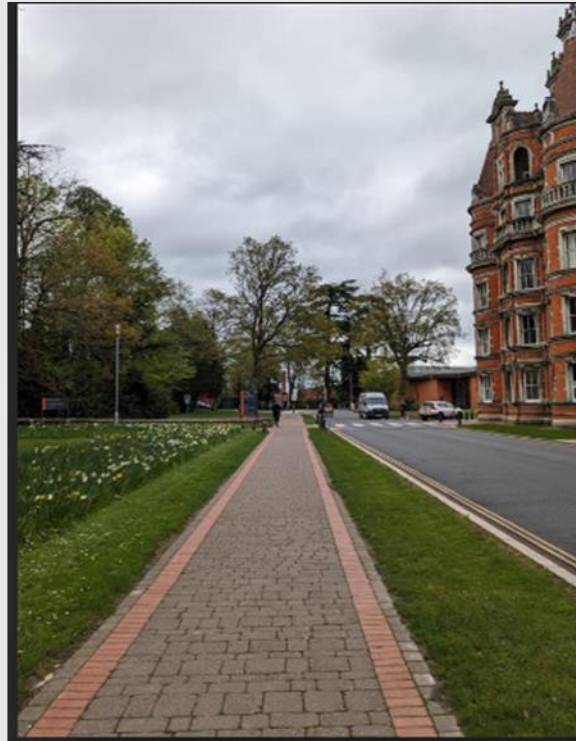
**Dr. Ciara  
O'Brien**  
(she/her)

**Dr. Natasha  
Baxter**  
(she/her)

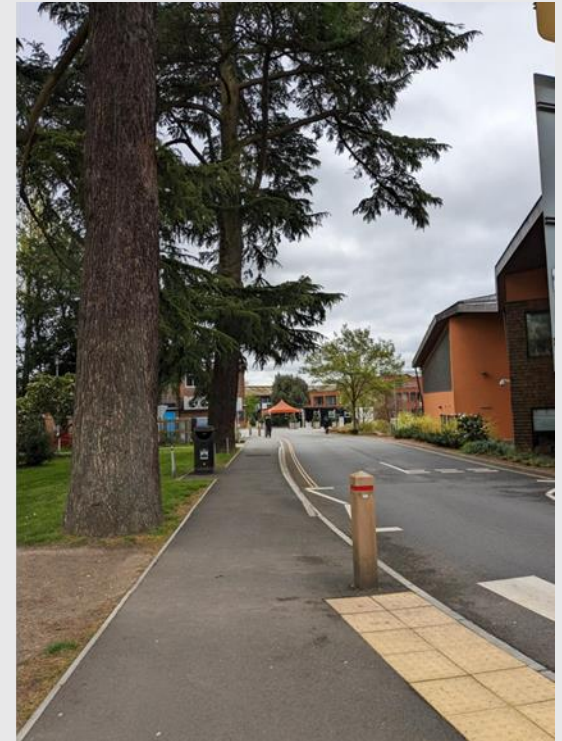
# Getting to Moore 1 – Main entrance



*The Founders building*



*The path to Moore Building*



*Moore is located just around this corner.*

# Getting to Moore 2 – side entrance



*Piggery gate from the road*



*The crosswalk and ramp*



*The courtyard (turn left at the end).*



*The Moore building from this angle.*

# Getting to Moore 3 – Back entrance



*The stairs (disabled access through the bicycle gate)*



*Follow this road at the top of the stairs*



*Turn right at the top of the road*



*Left: The SU building and ramp from this angle*