

# Welcome



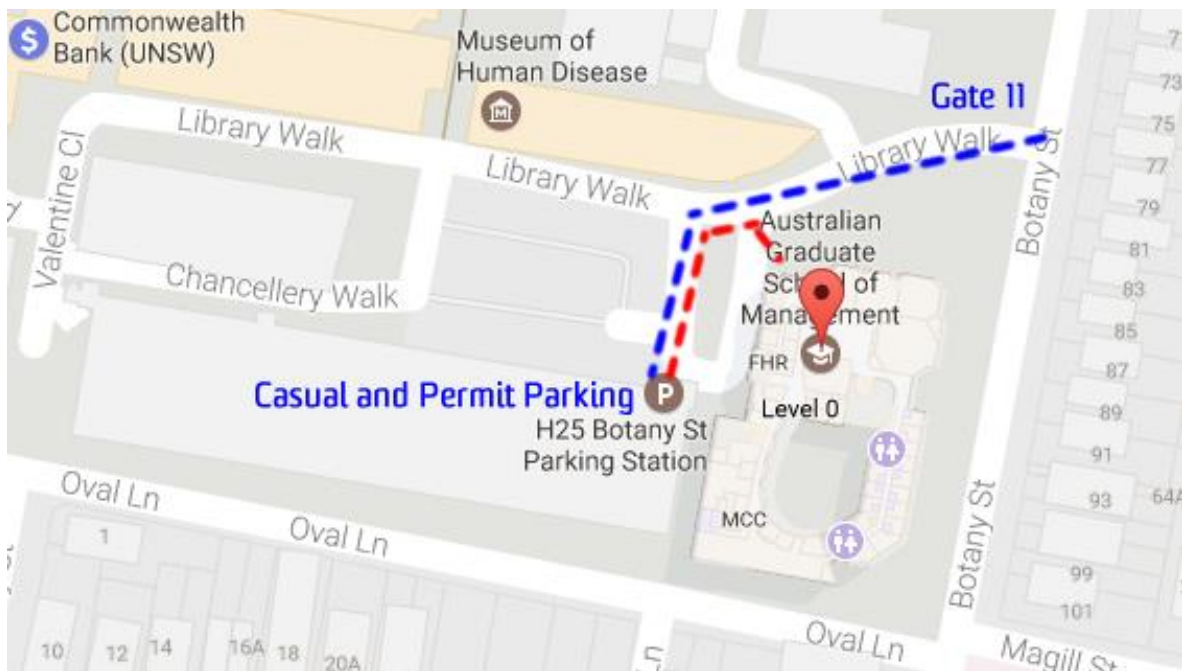
## Welcome to the UNSW Conference and Residential Centre

Welcome to the Residential Centre at UNSW Sydney, we hope you enjoy your stay. Should you need anything while you're here please do not hesitate to come to the reception desk, or call the after-hours number provided.

## Check-In + Directions

Please check in with your contact from the AGSM directly.

- Your room key will provide you access to the residential wing and your own room.
- The swipe card will provide you after-hours access to the venue.
- The RX key will provide access to the residential wing

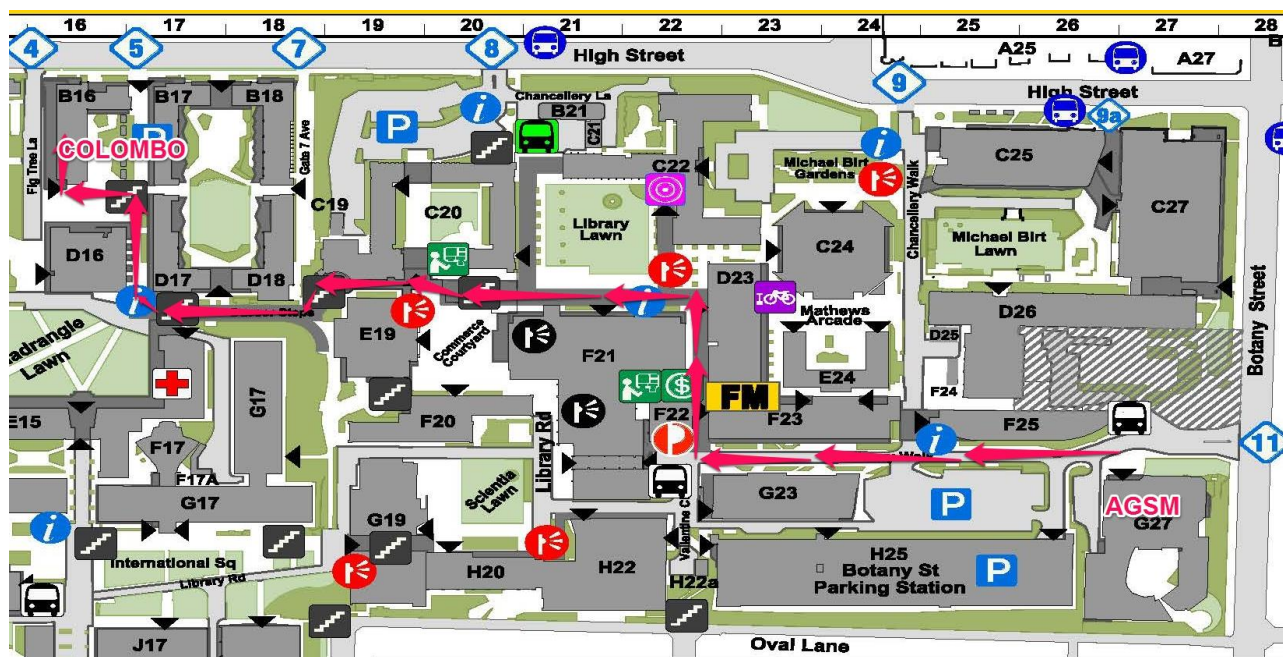


If you are arriving by Taxi, you can be dropped at Gate 11, Botany Street Kensington.

If you are driving, you can enter the campus also by Gate 11, Botany Street Kensington and proceed to parking on Level 5 or 6 of the multi storey carpark. Parking is paid on campus between 7.30am – 7.30pm, Monday – Friday. Outside these hours parking is free.

Parking rates are: *Minimum \$9 for the first 2 hour, \$3.50 per hour thereafter up to 12 hours per day.*

## Directions to Colombo House



## After-hours Access

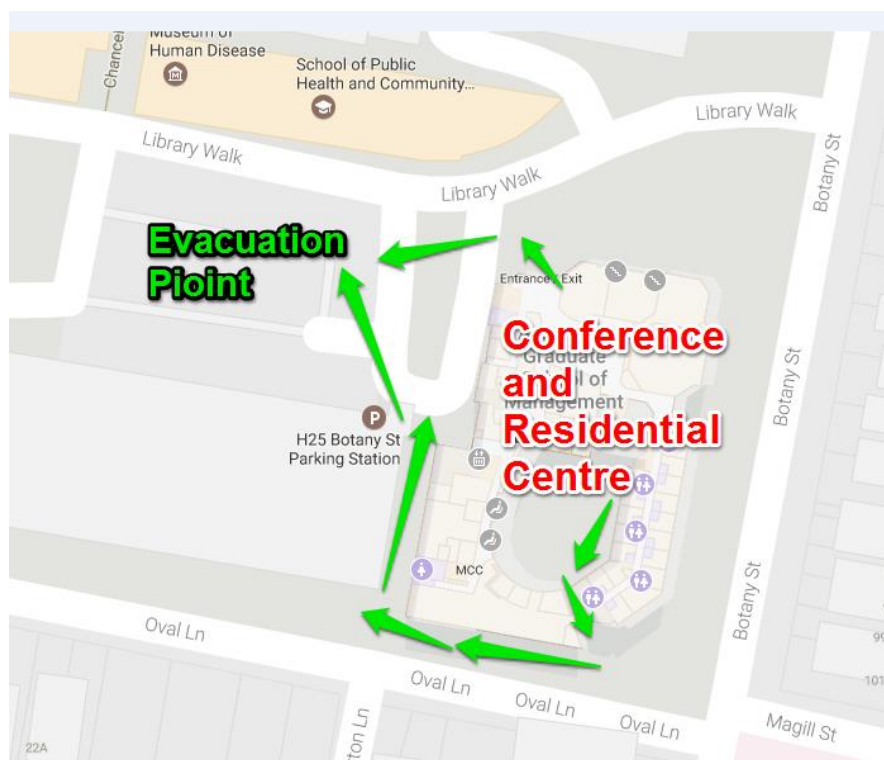
The main doors to the Residential Centre are locked **before 7am and after 7pm** each day.

Outside of these times please use the swipe card with your keys to open the door.

Any problems after hours, please call the **Security Control Room on 02 9385 6000 (extension #3)**

## Emergency Evacuation

The Residential Centre has an emergency evacuation system in all parts of the building. If the alert tone is activated (*been-beep sound*) please be aware of a potential evacuation. If the alert transitions to evacuation mode (*woop-woop sound*) it is requested that you evacuate immediately via your closest fire door. The residential wing fire doors evacuate into the courtyard and rear garden. From the courtyard, evacuation is via the large gate at the south/eastern end of the courtyard. This takes you to the rear garden. The meeting point is the University carpark. Please follow the direction of the University security (Green uniforms) and any UNSW staff, especially those wearing the emergency evacuation hats.



In case of an Emergency: **UNSW Security: 02 9385 6666 (ext.56666 from your room phone)**

## Food Outlets

Exchange Café is located on the Lower Ground main foyer area of the residential centre and is open from 7.30am – 3.30pm Monday to Friday where you can purchase coffee and breakfast items. UNSW Campus has a wide range of food retail outlets if you're looking for something to eat. Opening hours vary. Randwick is a close 5 minute walk up the road also. Please ask for a local area map at reception if you need further information.

<http://www.facilities.unsw.edu.au/food-retail/food-and-retail-campus>

## Check-Out & Keys

If you are checking out on a weekday please return your keys to the Reception desk located in the ground level foyer of AGSM. If you are checking out on a weekend, please leave your keys in your room and they will be collected by our team.

## Phones

The in-room phones can only dial internal numbers.

## Common Room and Amenities

The Common Room is located at the end of the residential wing on LG floor. It contains a break out space, TV and a fridge. You can also find the kitchenette on the LG floor.

A laundry room with washer, dryer and iron is available for guest use located on G floor. Detergent is provided.

## Security

Please do not leave any valuables or personal belongings unattended in any public areas including common rooms and dining room. We recommend you leave any valuables in the lockable drawer in the small cabinet in your room.

Your RX key gives you access to the conference room, syndicate rooms and access doors to the residential wing.

If you have any additional questions or comments, please don't hesitate to contact us.

Enjoy your stay!