

COMET ANNUAL MEETING 2024

INFORMATION PACK

The Venue, Storthes Hall Park, Huddersfield

Monday 24th June to Wednesday 26th June 2024



COMET ANNUAL MEETING 2024

JOINING INSTRUCTIONS

Welcome to the COMET Annual Meeting 2024!

Please find here all the useful information on the venue, travel, accommodation, what to bring and general information.

If you have any queries, please direct them to: comet@leeds.ac.uk

The meeting programme can be found here: <https://comet.nerc.ac.uk/comet-annual-meeting-2024>

THE VENUE

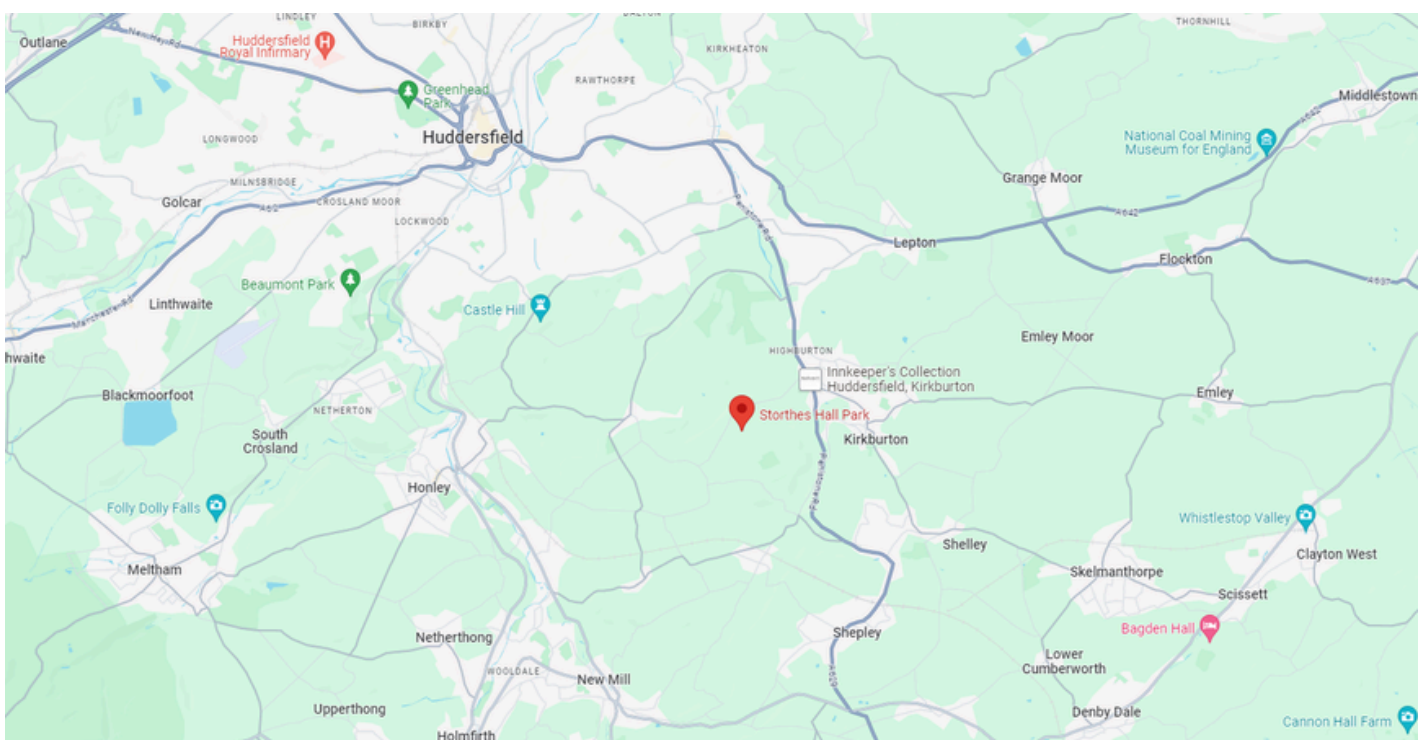
Conference venue: The Venue, Storthes Hall Park, Huddersfield, HD8 0WA

Postcode for sat nav: HD8 0WA

WiFi access:

Network: Storthes Hall Staff Hub

Password: D9lbbRIhBRS2Fs74U6



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TRAVEL

By Air: The nearest airports to Huddersfield are Manchester and Leeds Bradford.

By Train: The nearest train station to The Venue is Huddersfield Railway Station. The Venue is an approximately 15 minute taxi ride or 20 minute bus journey.

By Bus: If you are travelling by train to Huddersfield there is a shuttle bus service available from the University of Huddersfield to Storthes Hall Park that runs every 30 minutes. The 398 service can be accessed on Queensgate at the University of Huddersfield (10/15 minute walk from the train station). Tickets cost £2.00 for a single fare, or £3.50 for a return fare. The shuttle bus timetable can be found here:

<https://comet.nerc.ac.uk/annual-meeting-2024-joining-instructions/>

Get directions from the Train Station to Queensgate

By Taxi: Taxis are available at the train station if you are unable to take the shuttle bus. Contact details for a selection of Huddersfield based taxi companies have been provided below. Pre-booking is always recommended.

- Ex Services: 01484 421111
- Huddersfield Taxis: 01484 300030

By Car: There is a car park available for use at The Venue for attendees who wish to drive to the meeting. Please enter Storthes Hall Park, drive up to the entrance barriers to lift and bear left until you reach the signs for The Venue, turn right and Car Park 1 is on the left hand side.

Get directions to The Venue

Postcode for sat nav: HD8 0WA

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ACCOMMODATION

Check-in:

All serviced apartments are located on site close to The Venue. Attendees who have requested accommodation are required to check-in at the Storthes Hall Park main Reception Building from 15:00 onwards. The main Reception Building is located after the entrance barriers to the right. Meeting attendees are expected to check-in after the final poster session on Monday 24th June.

Luggage can be stored at The Venue before check-in.

Guests with specific allocations need to check-in by name to ensure that they are allocated correctly.

Each bedroom room has an en suite bathroom and towels are provided. A shared kitchen provision is available between several rooms.

Guests will receive a site map at time of check-in.

Call 01484 270157 if any assistance is required during your stay (Serviced Apartments).

Shop:

In the main Storthes Hall Park Reception Building there is a small Costcutter supermarket open from 08.00 – 22.00.

Gym:

The gym is open 07.00 – 23.00. If guests plan to use the gym, then they can ask for a gym fob at reception at the time of check in.

Breakfast:

Breakfast will be served in the Club Room at The Venue between 07:30 – 09:00.

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TO BRING

- Refillable water bottle.
- Laptop and charging cable.
- Bring sensible footwear, sun cream, hat and a raincoat, if you wish to participate in the COMET sports day events or trail walk.
- Bring your favourite karaoke number to sing your heart out on Monday evening, perform solo or in a group!
- Poster presenters should bring a physical print out of their poster (no bigger than A0 size).

GENERAL INFORMATION

- The meeting is due to start with lunch on Monday 24th June 2024 at 12–12.15pm.
- Attendees will be able to check in to the accommodation from 15.00.
- The COMET Annual Meeting has exclusive use of The Venue using the following spaces:
 - Main Restaurant – Registration
 - Highburton Suite – Conference
 - Farnley Suite – Poster session
 - Highburton, Group Room & Private Dining Room – breakout sessions
 - Club Room – Breakfast & dinner
 - Breakout Room – Lunch & refreshments
 - Gaming Room – Quiet contemplation and prayer space
 - Cinema & Games Room – Euros screening
- A quiet contemplation and prayer space is available to use in the Gaming Room.
- The COMET Annual Meeting 2024 will be a “hybrid” meeting, with presentations available to view online during the meeting and posted on the COMET YouTube channel after the meeting. Please let the COMET Directorate team know (comet@leeds.ac.uk) if you do not want your talk to be posted online.

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GENERAL INFORMATION CONTINUED

- There will be regular breaks throughout the meeting. Refreshments during breaks, lunch (Monday-Wednesday) and dinner (Monday and Tuesday) will be provided.
- Lunch on the final day will be a packed lunch and served from 11:00am onwards for those who will be leaving early.
- Please arrive on time for the dinner service at 19.00 – late arrivals will cause everyone to be sat around waiting and cause the service team unnecessary stress.
- Attendees will be able to purchase their own alcoholic and soft drinks at the Venue from 16.00 each day.
- If you haven't already, please let us know if you have any specific dietary or access requirements as soon as possible so that we can let the meeting venue know in advance.
- Photographs will be taken throughout the meeting. If you do not want photographs of you to be posted on public platforms, such as social media accounts, the COMET website, or external COMET reports, please inform the COMET Directorate team (comet@leeds.ac.uk). The images will only be used for promoting and reporting on COMET activities.
- All attendees of COMET meetings are required to read and adhere to the COMET Code of Conduct.
- The Venue manager and all supervisors are first aid trained.
- The fire assembly point for the Venue is located in Car Park 1 (large care park at the side of The Venue).