



National Student Television Association  
- Conference & Awards 2012



# Welcome to NaSTA Goes



## Itinerary

### **Friday 20<sup>th</sup> April**

Registration Opens @ 14:30

NUTS Welcome @ 17:00

Elections Hustings @20:30

NaSTA Goes NUTS - Welcome Party @ 21:00

### **Saturday 21<sup>st</sup> April**

Golden Bodge @ 10:00

Conference Sessions @ 12:00

National Student Television Awards @ 18:00

### **Sunday 22<sup>nd</sup> April**

AGM & Host Election - @ 10:00

NaSTIES & Golden Bodge Screening – @ 12:00



For Conference Sessions please see separate document entitled 'National Student Television Association Conference'. Venues will be confirmed during the Welcome Meeting.

## **Useful Information**

Hello!

For everyone coming to Nottingham for NaSTA Conference & Awards 2012 this document will tell you everything you need to know to get ready, get here and have an amazing weekend!

The NUTS team are bursting with excitement, and will be on hand to help you out all weekend. When you arrive, you'll see us in BRIGHT RED T-shirts (we've kept the Orange ones for you) and we will direct you to the accommodation, help with parking, and answer any questions you may have.

All weekend we will be running an Enquires & Welfare Hotline which you can call at any point should you need assistance in any way. The number is: 07765346976 and it will be 24/7 – the number will also be on your welcome packs when you arrive. We'll start answering the phone from Thursday if you have any last minute questions.

## **Travel**

Please travel to the following address:

The University of Nottingham, University Park, Nottingham, NG7 2RD, UK

GPS SAT NAV's : Use postcode NG7 2RD

Here is a link to a helpful map

- <http://www.nottingham.ac.uk/about/datesandcampusinformatio n/mapsanddirections/mapsanddirections.aspx>

If you are travelling by rail or air please call NUTS in advance to discuss the best way for us to assist you. There are a range of taxis parked outside Nottingham rail station.

For general Taxi use call D&G cars on 0115 960 7607

or Nottingham Cars on 0115 970 0700

## **Parking**

When you arrive at University Park Campus, make your way to Cripps Visitor Car Park. NUTS reps will be on hand to direct you at the security barrier from 14:30 on Friday 21<sup>st</sup>.

There is a large car park available for visitors to park in very close to the accommodation. Please can you send vehicle information / license registration details to NUTS in advance so we can arrange relevant permits.

Once parked, guest registration will take place at the accommodation.

## **Arriving on Foot**

Please make your way to Cripps Hall where guest registration will take place. NUTS reps will be on all major entrances and around campus to direct you if you get lost.

## **Guest Registration**

Guest Registration opens at 14:30 on Friday 20<sup>th</sup> April 2012. If you are intending to arrive after 20:00 please contact [host@nasta.tv](mailto:host@nasta.tv) in advance to make alternative arrangements.

All guests attending any part of the weekend are required to register with the NUTS team as soon as you arrive where you will receive a wristband. This will take place at Cripps Hall; you will be directed here by the NUTS team.

There are no 'physical' tickets for this event. If you have purchased a ticket online you should have received a confirmation email when you purchased it. If you paid by invoice then you should have an email stating the names of the individuals who you have allocated a ticket to. Please bring these with you in case of any mix ups. NUTS should have your names on a guest list; this will allow us to resolve any admin issues as quickly as possible.

Each guest will receive a wristband which must be worn throughout the whole weekend, if you lose your wristband you must tell a member of the NUTS team or you won't get past security in certain areas or will not be served food.

Every guest will receive a lanyard info pack, which should be worn throughout the weekend as it contains useful numbers and the itinerary for the weekend.

### **Room Check In**

If you have purchased accommodation NUTS will direct you to another desk to obtain your keys and sign the accommodation rules. After this, you will be pointed in the direction of your room ready to enjoy your stay!

### **Saturday Guests**

Please contact [host@nasta.tv](mailto:host@nasta.tv) with your intended arrival time so we can arrange registration for you.

### **Food & Drink**

For guests who arranged accommodation a hot English breakfast will be served the morning after your stay. This will be held in the dining room within the accommodation complex (super close, roll out of bed easy). Breakfast will be served between 8am – 9am each day.

On Friday 20<sup>th</sup> April, all guests are invited to the NaSTA Goes NUTS BBQ held at Hugh Stewart Quad. The BBQ will be held between 6pm – 7:30pm but we recommend getting stuck in early to ensure you are well fed.

Throughout Friday 20<sup>th</sup>, Saturday 21<sup>st</sup> & Sunday 22<sup>nd</sup> hot and cold food will be available from 'Mooch' the Student Union Pub/Bar where you can buy a range of sandwiches, snacks and drinks as well as hot food. This will be your port of call for lunch on Saturday and Sunday.

Accommodation bars will also be open from 3pm on Friday 20<sup>th</sup> April serving a variety of drinks and snacks.

No major shops will be open as the Conference & Awards take place out of term time. You will of course be provided with a variety of pizza/take away menus.

However, there are a number of shops close to the University Campus, NUTS reps will be happy to direct you to get whatever you need.

## **Dress Code**

The dress code of the weekend is entirely casual. We recommend you wear your new NUTS tops as much as possible, because, why wouldn't you want to?

On Saturday, the dress code becomes strict. For the National Student Television Awards Ceremony dress is BLACK TIE. Gentlemen feel free to wear whatever variety of smart suit you wish and ladies ball/cocktail dresses. If you are unsure check out the photographs of last year's ceremony.

<https://www.facebook.com/media/set/?set=a.204060342948064.47027.123422417678524&type=3>

Strictly no trainers, jeans or hoodies.

## **Code of Conduct**

All guests who have purchased tickets are required to follow the Code of Conduct available here: [www.nutsonline.org/nasta/codeofconduct](http://www.nutsonline.org/nasta/codeofconduct)

Anyone who does not follow this will be asked to leave or removed by Security.

## **Dietary Disclaimer**

Every effort has been made to identify and minimise the use of ingredients that may cause allergic reactions for those with food allergies and every effort is made to instruct our food production staff on the severity of food allergies, however there is always a risk of contamination. There is also a possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice. Customers concerned with food allergies need to be aware of this risk. The University of Nottingham Students' Union (and its members) will not assume any liability for adverse reactions to food consumed, or items one may come in contact with while eating at any premise within the Students' Union.

## **Golden Bodge**

NUTS only have a limited number of cameras available for the Golden Bodge. Please can you arrange to bring one or two cameras per station, cameras must record to mini DV tape. If this is an issue please contact [host@nasta.tv](mailto:host@nasta.tv) in advance.

## Leaving Nottingham

Guests will need to have checked out of their rooms by 10:30 on Sunday 22<sup>nd</sup> April. We will arrange a space for you to store any bags, coats, etc next to the AGM meeting room.

## Checklist

1. Have you printed and packed your confirmation email?
2. Have you emailed your vehicle / registration information to [host@nasta.tv](mailto:host@nasta.tv)?
3. Have you arranged a mini DV camera or two for the Golden Bodge?
4. Have you sent your expected arrival time to [host@nasta.tv](mailto:host@nasta.tv)?