



ESCalate ITE Assessment seminar

Assessment:Challenging Practice

April 17th 2008

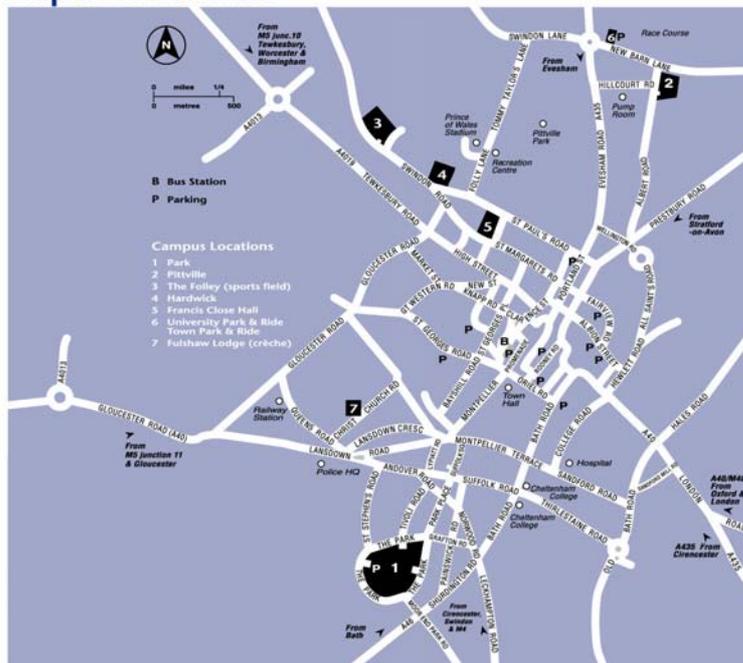
The University of Gloucestershire, Cheltenham, Francis
Close Hall Campus

Frequently Asked Questions

How do I get to the Francis Hall Campus in Cheltenham?

The Francis Close Hall campus is number 5 on the street map of Cheltenham below.

Map of Cheltenham



I really need to travel by car – where can I park?

There is very limited parking at the Francis Close Hall campus so please try to travel by train if at all possible.

There is a NCP car park just up the road from the Francis Close Hall campus - about 5 minutes walk. It's located near The Brewery shopping complex. Please see link below for further details:

<http://www.visitcheltenham.com/Content.aspx?Urn=203>

If you have specific access requirements and need special parking please can you email susan.scowcroft@cumbria.ac.uk as soon as possible so that arrangements can be made.

Where on the Campus will the Seminar take place?

A PDF map of the Francis Close Hall Campus can be found at <http://escalate.ac.uk/4309> under "downloads" on the right hand side of the web page.

Registration and refreshments will be held in the **Teaching Centre 'Crush Hall' Foyer Area**. This is at the South/West end of the Campus, walking through the Campus using the main pathway, turn right near the clock Tower. There is a large finger post directing visitors to **TC001/2/3**. There are disabled ramps to this area for any wheelchair users in the party. A member of Staff and/or Security will be available to assist with directions and I am also attaching a plan of the campus for your reference (please see address/attachment line above). All buildings have large blue name plates at main entrances.

The **main Lecture Theatre** for the **Keynote presentation** is in **The Teaching Centre, Room Number TC001** and just adjacent to the Registration and refreshment area in the Foyer.

Lunch will be held in 'The Gloucester Suite' which is on the **Top Floor** of the 'new build' at the North side of the Campus, adjacent to the main car park on St Paul's Road. The name of the building is **Hospitality Centre (HC)** - and is recognisable by the large blue building sign on the wall.

You will be guided to the breakout rooms for the **workshops** on the day.

Where can I find the Programme for the day and other information?

The information we have regarding the Assessment Seminar is all available at our website:- <http://escalate.ac.uk/4309>

Please check the downloads at the right hand side for the programme and other documents you may find of use.

I want to stay overnight the night before – where do you recommend?

Possible hotels to try are:

The Clarence Court Hotel - www.clarencecourthotel.com

The George Hotel - <http://www.stayatthegeorge.co.uk>

Hotel du Vin - <http://www.hotelduvin.com>

Butlers Hotel - www.butlers-hotel.co.uk

Please be aware that other events are happening in Cheltenham around the time of the seminar so you may have to try other hotels if these become full.

I haven't paid yet – how can I arrange this?

Payment is £40 and can be made in one of three ways:-

Cheque (made payable to the "**University of Cumbria**", post to Sue Scowcroft, ESCalate ITE Administrator, CDLT, University of Cumbria, Lancaster, LA1 3JD)

Or **Credit card** (please phone 01524 384695 to give details)

Or **Purchase order** (please obtain a Purchase Order number from your departmental administrator or finance department and email the PO number to susan.scowcroft@cumbria.ac.uk)

For University of Cumbria staff, if your department is covering the cost for you you can send an Internal Requisition form to Sue Scowcroft, CDLT, Lancaster via internal mail. Otherwise you can still pay by cheque or credit card if covering the cost personally. Please note that the cost is still £40 per person as we are unable to further subsidise Seminars as the prices are set to cover only basic costs.

What do I do if I have a question that's not answered here?

Please check our website at <http://escalate.ac.uk/4308> to make sure the information you need is not there.

Otherwise please contact Sue Scowcroft, ESCalate ITE Administrator, CDLT, University of Cumbria, Lancaster, LA1 3JD
Tel: 01524 384695
Email: susan.scowcroft@cumbria.ac.uk