Dear Delegate,

We are looking forward to seeing you at the INCOSE UK Annual Systems Engineering Conference (ASEC2013) taking place at the Crowne Plaza Hotel in Oxfordshire on 12th and 13th of November.

Enclosed is important information which it is hoped will assist you when planning your journey and preparing for the conference.

Once again, we look forward to seeing you at what we believe will be an exciting and interesting conference.

Best regards,

INCOSE UK
Travel Information

Venue: Crowne Plaza Hotel, Heythrop Park Resort, Enstone, Chipping Norton, Oxfordshire, OX7 5UE (postal purposes only).

Directions:
Sat Nav users please enter 'The Drive, Church Enstone' into your Sat Nav – the Sat Nav may then ask you - 'On the A44?' – (please say yes) and 'Is it at the crossing of the B4030?' – (please answer yes).

Alternatively, you can enter the postcode: OX7 5UF. Do not enter the post code used for postal purposes shown above (OX7 5UE), since this does not work for SatNav!

Parking:
Those delegates who have booked overnight accommodation in the Crowne Plaza should follow the signs to the Crowne Plaza entrance and car park.

Delegates arriving on Tuesday or Wednesday, who are not staying overnight in the Crowne Plaza, should follow signs to the Ballroom Entrance and Car Park.

From the M40 Northbound: Leave the motorway at Junction 8 (signposted Oxford) and join the A40. Continue along this dual carriageway and at the first roundabout take the third exit and continue North along the A40. Continue straight across the next roundabout and at the next roundabout turn right onto the A44 (signposted Woodstock, Evesham). Continue along this road, (passing under the A34 and through Woodstock) for approximately 12 miles to the village of Enstone. After passing a petrol station on the left continue through the village for 1/2 mile. At the bottom of the hill turn right at the Harrow Public House into “The Drive” to the crossroads and the entrance to Heythrop Park will be seen immediately facing you.

From the M40 Southbound: Leave the motorway at Junction 11 (signposted Banbury) and continue towards Banbury. Cross over the next two roundabouts and at the third roundabout take the first exit left onto the A361 to Chipping Norton. Continue through a series of traffic lights and straight across the next roundabout (Banbury Cross). After a short distance turn right at the traffic lights (signposted A361 Bloxham) and continue along the A361, passing through the villages of Bloxham and South Newington, for approximately 11 miles. Do not take the first road signposted to Heythrop Park but continue to the roundabout take the first exit onto the A3400 (signposted Enstone, Woodstock (A44)). Continue along this road (which after 1 mile becomes the A44) for 4 miles to the village of Enstone fork left onto the B4030. Continue along this road for about 250 yards and the entrance to Heythrop Park will be seen set back off the road on the left hand side.

Click here to download the directions in pdf format.

For those of you who have not visited this venue before, it has a very long driveway. It is around 1.4 miles from the crossroads to the right turn for the Crowne Plaza car park, and then further up the hill for the ballroom car park and the main hotel.
**Arrival and Event Information**

If you have booked a room at the Crowne Plaza please follow the signs to the Crowne Plaza Hotel entrance on arrival.

If you are arriving on Monday night you can collect your ASEC2013 Welcome Pack between 17:00 and 18:00 in the lobby to the Ballroom.

If you are arriving on Monday evening and wish to have dinner at the venue dinner is served between 19:00 and 21:00 in the Brassey Restaurant. Please note dinner is not included in your booking for Monday night.

If you are arriving on Tuesday or Wednesday, and have not booked accommodation, please follow the signs to the Ballroom Car Park and Entrance. The ASEC2013 Registration Desk will be located just inside the Ballroom Entrance.

Please do your best to arrive in good time to allow for registration, collection of delegate packs and badges etc.

**Programme:**
The following changes have been made to the ASEC2013 Programme

**Day 1 15:30 - 16:15**

“Effective Communication in Systems Engineering” by Dr Jane Flower has been replaced with

“How Chapters and Organizations Can Support Applicants Pursuing INCOSE Certifications”, Courtney Wright, INCOSE Certification Program Manager

**Day 2 14:15 - 15:00**

“Student Research Poster Competition” has been replaced with


The ASEC2013 programme overview can be found on page 5 of the event brochure.

**Meals:**
Lunch and tea / coffee are included during the day.

If you booked accommodation on the Tuesday Night this includes attendance at the event dinner.

Breakfast is included within the price of the hotel rooms.

On Monday and Wednesday night, dinner is not included in the price of the hotel rooms.
Afternoon Options:
This year there are four options in each afternoon programme:

- four paper presentations in the main theatre;
- a parallel 90 minute session during the first part of the afternoon, returning to the theatre for the last two paper presentations for the second part of the afternoon; or
- one of two afternoon tutorials.

You will have selected your option for each day during the booking process. Please remember which options you have selected. You can find out which break-out room to go to in the Event Handbook (issued at registration) or at the registration desk. Places are limited for the parallel sessions and tutorials by room capacities, so please ensure that you attend the one(s) that you booked.

Annual General Meeting:
Those attending on Tuesday are reminded that the INCOSE AGM will take place at 17:00 after the event programme has finished for the day.

Pre- Dinner Drinks:
Prior to the Event Dinner on Tuesday night, the Ballroom bar will open at 18:30 (this will be a cash bar).

Name badges:
An official delegate badge is required in order to enter the conference rooms – please wear it at all times.

Mobiles:
Please ensure that your mobile is switched off during conference proceedings. Thank you.

Dress Code:
In previous years we have had some enquiries about whether there is a dress code for the event, so this year we have produced some guidelines.

- During the conference we would like to ask delegates to wear business clothing suitable for formal meetings with clients or suppliers (e.g. for men this would be a suit, shoes, shirt and tie).
- During the conference dinner we would like to ask delegates to wear casual clothing suitable for eating out in a reasonably priced restaurant (e.g. for men this would be a shirt, with smart trousers rather than scruffy jeans, and shoes rather than trainers).

Basically, use your common sense, and if you’d rather turn up for dinner in a dinner jacket or a cocktail dress then be our guest!