Welcome

Parkside Office Village
Knowledge Gateway
Supporting your business

A range of services and facilities are here on campus to help your business thrive.

To us, you're more than just a tenant – you're a valued member of our University community. You're encouraged to get involved in campus life, and get the real benefit of being here.

This is the home of world-leading research and fresh-thinking students from more than 130 countries. This is where you'll find a wide range of facilities, from lectures, sporting and cultural events – to business consultancy and support – and from research facilities available to hire to four-star luxury in the Wivenhoe House Hotel and brasserie. Plus, there are some really handy things like a convenience store, post office and ATMs on campus.

We hope you make the most of all that's on offer, and we warmly welcome you.

In this guide

- Emergencies, first aid, security, way-finding (Page 6)
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Useful numbers

- In case of emergency: 01206 872222
- Security patrol officers: 01206 872125
- Estates helpdesk: 01206 872959
- Events and meeting rooms: 01206 872958

51° 52.6' N
0° 56.7' E
Emergencies, first aid, security, way-finding

**Emergencies**
In an emergency please dial 01206 872222 rather than police, fire or ambulance services direct – our patrol staff guide these services to the correct location on campus.

**Security patrol**
Our security patrol officers are based on central campus, in the Information Centre on Square 3 24/7, 365 days a year. They are a helpful and approachable team, willing to assist, and all are first aiders.

**Fire safety**
Remember three important things to stay safe in the event of a fire: shout out, get out, stay out. Please read the emergency evacuation notice in your block for fire safety procedures.

**Way finding**
Use the University’s FindYourWay app for your phone, tablet or computer to find a location and get directions quickly and easily.

 desirable
www.findyourway.essex.ac.uk
Estates helpdesk

The University’s main Estate Management helpdesk is the first port-of-call for all Parkside Office Village tenants for enquiries about office buildings and maintenance. This service covers:

- buildings and maintenance
- heating and cooling systems
- fire and security systems
- security issues
- cleaning
- landscaping

The helpdesk is open 8am to 5pm Monday to Thursday, and 8am to 4.45pm Friday. For support outside these times please contact the Information Centre, which is staffed by our security patrol officers.

Helpdesk
T 01206 872959 / 01206 872300

Information Centre
T 01206 872125
E ems-helpdesk@essex.ac.uk

Other enquiries
For other building-related enquiries including car parking, furniture, signage, keys and access, security codes and lease matters please contact Jamie Burns, Commercial Property Surveyor for the Knowledge Gateway, during working hours. We aim to respond as quickly as possible to issues as and when they arise.
T 07769 282555
E jburnsb@essex.ac.uk
Business partners club
Find out more about our new Business Partners Club, aimed at providing Knowledge Gateway tenants and student start-ups with direct access to business mentoring, and advice clinics provided by members who are committed to helping businesses grow.
Contact Dr Rob Singh
T 01206 874278
E business@essex.ac.uk

Copy Centre
The Copy Centre is on hand for simple requests, such as low-volume copying, finishing, photo printing and t-shirt printing. Tenant members are entitled to an introductory offer rate – please discuss with the manager.
Contact John Martucci
T 01206 872376
E eccentre@essex.ac.uk

Banks on campus
Lloyds TSB
Square 3, with ATM
Santander
Square 4, with ATM

Executive education
Whether you’re looking to boost your own skills, develop your team, or embrace large-scale organisational change, executive education at Essex empowers you to turn ‘business as usual’ into something far more productive.
Our executive education programmes are offered by Essex Business School, so you get a business education, and not merely training. Backed by insights from world-leading academics and industry practitioners, we create bespoke learning packages based on your needs and sector. What you learn is always relevant to your business goals.
Contact Nigel Pye
T 01206 873072
E ebs@essex.ac.uk

Data analytics
Essex is leading the way in advanced and big data analytics. With nationally-supported data research centres and secure archive services used by the Government, alongside the Institute for Analytics and Data Science, and Essex Business School, our academic expertise can help your business fully harness its data to make stronger, evidence-based decisions. Please get in touch to find out how they can help you.
Contact IADS
T 01206 873496
E iads@essex.ac.uk

Entertaining clients
Set within 200-acres of tranquil parkland on our Colchester Campus, the four star Whivenhoe House hotel offers luxury accommodation, an excellent brasserie for lunch and dinner, elegant lounges for client meetings and impressive conference facilities. Please contact us to discuss corporate rates and packages, and mention you are a Knowledge Gateway tenant for the best rates.
Contact Melissa Neisler Dickinson
T 01206 863666
E mndickinson@wivenhoehouse.co.uk

Audio-visual services
If you’d like to book audio-visual services for your meeting, such as a projector or laptop, please contact Event Essex.
T 01206 870358
E eventessex@essex.ac.uk
www.eventessex.co.uk

Business consultancy
You may need some extra business expertise to help you grow, and we can help in a number of ways. Through consultancy, contract research, or as part of the national Knowledge Transfer Partnership scheme, if you talk to us, we’ll match you with the right people in the university who can find the right fix. We can also guide you through the maze of funding options available from our own innovation voucher scheme to national incentives, and other R&D and EU funds. We’re friendly, approachable, and here to help.
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E business@essex.ac.uk

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E ebs@essex.ac.uk
www.essex.ac.uk/ebs

Services for business
Whether you just need to book a meeting room on central campus or perhaps a special business lunch at Whivenhoe House – or, you might be looking for extra help from a fresh-thinking intern – we offer the full range of support services to businesses, talk to us to find out more about how we can help you. Services are listed A-Z.

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E eccentre@essex.ac.uk
www.essex.ac.uk/uacs/copycentre

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E ebs@essex.ac.uk
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Event Essex

Our on-campus event management team, Event Essex, is pleased to offer modern and flexible conference and meeting spaces, comfortable accommodation and high-quality catering at our Colchester and Southend Campuses. We offer good rates for Parkside Office Village tenant members, so please talk to us and we’ll create a bespoke event for you, at a competitive price.

Contact Mark Smith
T 01206 872358
E eventessex@essex.ac.uk
www.eventessex.co.uk

Join our events

Our open-to-all lectures, seminars and summer schools are giving the latest insight to business. Our 2015 data analytics summer school focused on drawing value from big data, with keynote speakers representing Citigroup, Thomson-Reuters, Fujitsu and Intel.

Contact Tessa Bartlett
T 01206 874661
E events@essex.ac.uk
www.essex.ac.uk/news_and_events

Internships, placements and recruitment

Contact us to find out how employing our work-ready students and graduates as interns will help boost your business. Essex students bring fresh thinking and ideas, they can help kick-start a project or provide an extra pair of hands to a busy team through an internship or a fixed-term placement. We can also help you recruit student or graduate employees and develop talent through our extensive programme of events.

Contact Susan Sedman
T 01206 872494
E employerlink@essex.ac.uk
www.careerhub.essex.ac.uk/employers

Interpreting and translation

Essex is establishing a reputation as a centre of excellence for interpreting and translation in the East of England. Our new interpreting lab provides conference facilities for up to 20 people, with equipment matching that of the UN. We also offer translation consultancy.

Contact Ignazia Posadinu
T 01206 872239
E ignazia.posadinu@essex.ac.uk

IT help

Our campus wi-fi network is eduroam and provides free internet access for everyone on campus. For instructions on connecting your device visit our website.

www.essex.ac.uk/it/network/wifi

Law clinic

Parkside tenants may use the Essex Law Clinic for free initial advice about legal problems. The clinic operates by appointment and an initial assessment, which is made by the clinic manager. All legal advice and assistance is given in the strictest confidence.

www.essex.ac.uk/law/contact/default.aspx

Meeting rooms

If you would like to book a meeting room on campus, please contact Event Essex.

Postal services

All post is delivered direct to your office, using your postal address. Occasionally when a parcel is delivered at the University’s central post room our staff will ensure you are notified so you can collect it.

Post Office

Your high street branch is conveniently located on campus, on Square 4.

Print Essex

Print Essex offers high quality value for money design and print services tailored to your requirements. Tenant members are entitled to an introductory offer rate – please discuss with the manager.

Contact Chris Lewes
T 01206 873141
E print@essex.ac.uk
www.printessex.org.uk

Research facilities

We have first-class research facilities at our Colchester Campus many of which are available for use or hire by tenants and other stakeholders. View the Essex Research Facilities website to find out more.

www.research-facilities.essex.ac.uk

Waterstones

Waterstones bookseller – with a range of fiction, non-fiction and of course academic texts is located on Square 5.

www.waterstones.com
Transport

For information about all forms of transport, visit www.essex.ac.uk/about/colchester/travel.aspx

Buses
Local bus and taxi services connect Colchester North Station to the Colchester Campus. There are also frequent buses between the University and Wivenhoe, and two buses per hour to Clacton. The main University bus stop is at Valley Road junction, near Square 1, close to Parkside.

www.firstgroup.com/ukbus/essex

Cars and parking
Please observe speed restrictions when driving on campus as there are always lots of pedestrians about. As a tenant at Parkside you have allocated car parking. However, if you require more space or have visitors and you will need to drive onto the central campus and display a valid Pay and Display ticket.

Car sharing
We have a popular and growing car sharing scheme, which saves on fuel and money.
Sign up online!
www.essex.ac.uk/estates/transport/car.aspx

Cycling
We have excellent facilities for cyclists on campus, and plenty of bicycle parking along with cycle routes off Boundary Road and Valley Road.

SATNAV
Please note that SATNAV directions into the University using our postcode CO4 3SQ can be misleading. If you’re directing visitors, use roadside directional signage once you’re in Colchester.

Trains
Colchester has three stations – the main station is Colchester North Station, and the other two are Colchester Town and Hythe stations. Wivenhoe also has a railway station. Trains run between London Liverpool Street and Colchester North Station approximately every 10 to 20 minutes, and the journey to London takes around an hour. Train services from Colchester North Station also run to Norwich, Ipswich, Felixstowe and Harwich.
www.nationalrail.co.uk

Taxis
A taxi from Colchester Railway Station takes about 10-15 minutes outside rush hour and will cost at least £10. These taxi companies are local, booking is recommended.
VP Cars T 01206 825001
Panther Cabs T 01206 525525
Blues Café
A large bright, modern eating and social space overlooking Square 4. Floor 6, off Square 4.
www.essex.ac.uk/ygc/col/blues

Bonds
One of the newest cafes on campus, Bonds, is located within the new £21m Essex Business School eco-building.

Canteen
Open seven days a week, Canteen serves ‘a taste of home’, offering traditional English breakfasts, roasts, fish and chips and dishes from around the world. Square 3.
www.essex.ac.uk/ygc/col/blues

Number 64 bus
This big, red double decker London bus serves pies, hot and cold drinks and snacks. Outside the Silberrad Student Centre.

Frango’s
Marinated chicken with spices from Europe, South America and Mexico, plus light bites, tapas and vegetarian options. Square 3.
www.essex.ac.uk/ygc/col/frangos

Happy Days Diner
www.essex.ac.uk/ygc/col/happydays
The Kitchen
Breakfast coffee and hot croissants, lunch includes paninis, pasties, sandwiches and cakes. Square 3.

Lakeside Café
A chilled-out space to enjoy a coffee, cake and sandwich, read a book and catch up with friends. Located on Square 5.

Refresh and Costa
Freshly-filled sandwiches, baguettes, drinks to take away. Square 3.

Students’ Union bar
Varied menu of value-for-money quality food from full English breakfasts through to tasty salads and pizzas. Square 3.

Top Bar and Fusion
Top Bar is a laidback place to enjoy a drink, and adjacent Fusion offers a wide range of dishes from around the world. Floor 6, off Square 4.

Wivenhoe House Hotel
The quality location for business or client lunches or dinners; our four-star luxury Wivenhoe House Hotel offers a stylish brasserie and restaurant.

YOYO wallet
Yoyo Wallet is a mobile payment app you can use in many catering outlets on campus, via an app that links to a credit or debit card.

Zest
Modern café with locally-sourced food and drinks, and speciality teas and coffees. Square 3.
Evolve gym
Located in the Sports Centre extension on the south side of campus, Evolve has annual paid-for memberships available giving you all-round sport, plus regular fitness classes. Personal training is available for an additional fee. The reduced rate offered to University staff is offered to tenant members.

www.essex.ac.uk/sport/gym/colchester.aspx

Faith
We’re a secular campus community, and we recognise and support the many different religions and beliefs of everyone on campus. Our facilities and opportunities for worship include space for prayer or quiet reflection in our Multi-Faith Chaplaincy. All welcome.

www.essex.ac.uk/students/experience/mfc/default.aspx

Lakeside Theatre
Offering a full programme of professional and student productions alongside comedy, open mic nights and live music, the Lakeside Theatre on Square 5 is a great on-campus venue for evening entertainment, plus it has a café bar that’s open all day.

www.lakesidetheatre.org.uk

Albert Sloman library
We invite tenants to apply for visitor access in person. Access includes the library search engine and catalogue, and use of books and journals on the shelves in situ only.

http://libwww.essex.ac.uk/Users/visitors.htm

Arts and nightlife
We host a full and varied arts and events programme and you’re welcome to come along. Check the ‘what’s on’ listings on our website for details, plus the Lakeside Theatre and renowned art gallery, Art Exchange, websites for programmes.

www.artexchange.org.uk
www.lakesidetheatre.org.uk

Art Exchange
Our on-campus gallery, Art Exchange, hosts regular exhibitions from international artists and holds free workshops. The University also owns an internationally important collection of Latin American art called ESCALA.

www.artexchange.org.uk
www.escala.org.uk

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www.lakesidetheatre.org.uk

Sports Centre
The Sports Centre offers an extensive programme of indoor and outdoor activities, many of which are free, including squash, badminton, tennis, a climbing wall, and classes such as aerobics and Zumba. The Sports Centre's bookable facilities are very competitively priced.

T 01206 863666
E info@wivenhoehouse.co.uk
www.essex.ac.uk/sport/facilities/colchester.aspx
The Store
Open 24 hours a day during term time, the Students’ Union Store is a convenient, affordable and quality mini supermarket on your doorstep. Located on Square 4.

Wivenhoe Park Day Nursery
Children aged from three months to five years are welcome to enrol at our attractive day nursery, open all year round. Tenant members are also offered the same rates as University staff.
Contact Pippa Dines
T 01206 873224
E nursery@essex.ac.uk
U www.wivenhoeparkdaynursery.co.uk

Wivenhoe Park
Wivenhoe Park’s tranquil landscape of more than 200 acres provides a tranquil place for all to enjoy, captured on canvas in 1816 by renowned painter John Constable.

Acronym buster
You’re likely to see a lot of TLAs (three-letter acronyms) around campus. Here’s how to bust them!

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>AHRC</td>
<td>Arts and Humanities Research Council</td>
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<td>ASL</td>
<td>Albert Sloman Library</td>
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<td>ASPo</td>
<td>Academic Standards and Partnerships Office</td>
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<td>AVS</td>
<td>Audio-visual Services</td>
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<td>BBsRC</td>
<td>Biotechnology and Biological Sciences Research Council</td>
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<td>BIC</td>
<td>Business Incubation Centre (at Southend Campus)</td>
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<td>CCFEA</td>
<td>Centre for computational Finance and Economic Agents</td>
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<td>CER</td>
<td>Communications and External Relations</td>
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<td>CHASE</td>
<td>Consortium for Humanities and the Arts South-East England</td>
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<td>CHUMS</td>
<td>Children’s Holidays at the University of Essex Multi-activity Sports</td>
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<td>CISO</td>
<td>Centre for Intimate and Sexual Citizenship</td>
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<td>CISH</td>
<td>Centre for Interdisciplinary Studies in the Humanities</td>
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<td>Centre for Research in Economic Sociology and Innovation</td>
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<td>School of Computer Science and Electronic Engineering</td>
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<td>Centre for Sports and Exercise Science</td>
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<td>DSA</td>
<td>Disabled Students’ Allowance</td>
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<td>DTP</td>
<td>Doctoral training partnership</td>
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<td>Essex Business School</td>
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<td>Essex Biomedical Sciences Institute</td>
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<td>Employability and Careers Centre</td>
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<td>Edge Hotel School</td>
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<td>EMS</td>
<td>Estate Management (Section)</td>
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<td>ESCALA</td>
<td>Essex Collection of Art from Latin America</td>
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<td>DTC</td>
<td>Doctoral training centre</td>
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<td>FASER</td>
<td>Feedback and Assessment online tool for students</td>
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<tr>
<td>HEFCE</td>
<td>Higher Education Funding Council for England</td>
</tr>
<tr>
<td>HHS/SHHS</td>
<td>School of Health and Human Sciences</td>
</tr>
<tr>
<td>HRC</td>
<td>Human Rights Centre</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
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</tr>
<tr>
<td>IADS</td>
<td>Institute for Analytics and Data Science</td>
</tr>
<tr>
<td>ICLH</td>
<td>Ivor Crewe Lecture Hall</td>
</tr>
<tr>
<td>IGGI</td>
<td>Intelligent Games and Game Intelligence</td>
</tr>
<tr>
<td>ISER</td>
<td>Institute for Economic and Social Research</td>
</tr>
<tr>
<td>ISS</td>
<td>Information Systems Services (now IT Services)</td>
</tr>
<tr>
<td>JANET</td>
<td>joint internet network that links research institutions and universities</td>
</tr>
<tr>
<td>KIS</td>
<td>key information sets</td>
</tr>
<tr>
<td>KPI</td>
<td>key performance indicator</td>
</tr>
<tr>
<td>KTP</td>
<td>knowledge transfer partnership – a national scheme</td>
</tr>
<tr>
<td>KG</td>
<td>Knowledge Gateway</td>
</tr>
<tr>
<td>LaDeli</td>
<td>Centre for Research in Language Development throughout the Lifespan</td>
</tr>
<tr>
<td>LTB</td>
<td>Lecture Theatre Building</td>
</tr>
<tr>
<td>UFTS</td>
<td>Department of Literature, Film and Theatre Studies</td>
</tr>
<tr>
<td>MRC</td>
<td>Medical Research Council</td>
</tr>
<tr>
<td>MDCP</td>
<td>multi-decked car park</td>
</tr>
<tr>
<td>NERO</td>
<td>Natural Environment Research Council</td>
</tr>
<tr>
<td>NSS</td>
<td>National Student Survey</td>
</tr>
<tr>
<td>OFFA</td>
<td>Office for Fair Access</td>
</tr>
<tr>
<td>OHS</td>
<td>Occupational Health Service</td>
</tr>
<tr>
<td>PIL</td>
<td>professorial inaugural lectures</td>
</tr>
<tr>
<td>PG</td>
<td>postgraduate</td>
</tr>
<tr>
<td>PGR</td>
<td>postgraduate research student (eg PhD)</td>
</tr>
<tr>
<td>PGT</td>
<td>postgraduate taught students (eg MSc, MA)</td>
</tr>
<tr>
<td>POV</td>
<td>Parkside Office Village</td>
</tr>
<tr>
<td>PVC</td>
<td>Pro-Vice-Chancellor</td>
</tr>
<tr>
<td>QAA</td>
<td>Quality Assurance Agency for Higher Education</td>
</tr>
<tr>
<td>REF</td>
<td>Research Excellence Framework</td>
</tr>
<tr>
<td>REO</td>
<td>Research and Enterprise Office</td>
</tr>
<tr>
<td>SEC</td>
<td>South Essex College (University partner)</td>
</tr>
<tr>
<td>SIT</td>
<td>Student Information Team</td>
</tr>
<tr>
<td>SME</td>
<td>small or medium-sized enterprise</td>
</tr>
<tr>
<td>SFCS</td>
<td>Strategic Planning and Change Section</td>
</tr>
<tr>
<td>SSH</td>
<td>Student Services Hub</td>
</tr>
<tr>
<td>SFAH</td>
<td>School of Philosophy and Art History</td>
</tr>
<tr>
<td>STFC</td>
<td>Science and Technology Facilities Council</td>
</tr>
<tr>
<td>SU</td>
<td>Students’ Union</td>
</tr>
<tr>
<td>TDC</td>
<td>Talent Development Centre</td>
</tr>
<tr>
<td>THE</td>
<td>Times Higher Education, weekly higher education magazine</td>
</tr>
<tr>
<td>UG</td>
<td>undergraduate</td>
</tr>
<tr>
<td>UKDA</td>
<td>UK Data Archive</td>
</tr>
<tr>
<td>UROP</td>
<td>Undergraduate Research Opportunities Programme</td>
</tr>
<tr>
<td>USG</td>
<td>University Steering Group</td>
</tr>
<tr>
<td>UUK</td>
<td>Universities UK</td>
</tr>
<tr>
<td>VC</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>WEDM</td>
<td>Web and Digital Media</td>
</tr>
<tr>
<td>WUR</td>
<td>World University Rankings</td>
</tr>
<tr>
<td>UCPS</td>
<td>University Campus Suffolk (University partner)</td>
</tr>
</tbody>
</table>
Fresh thinking, to help business flourish.

www.essex.ac.uk/business