



UCU Congress and Sector Conferences

25 – 27 May 2019

Harrogate Convention Centre

Information for delegates

This document sets out practical information relating to your attendance at Congress. A plan of the parts of the venue we will be using is attached.

Enquiries

The Constitution and Committees team, which deals with Congress arrangements, will be available at UCU head office to take enquiries until 17:00 on Wednesday 22 May. The team will then be on site in Harrogate from Friday 24 May. For urgent enquiries after 22 May please e-mail Sue Bajwa on sbajwa@ucu.org.uk. Emails will be dealt with at the first available opportunity.

If for any reason you are unable to attend please contact us at the earliest possible opportunity so we can try to cancel accommodation bookings etc.

Congress takes place at:

Harrogate Convention Centre

Kings Road

Harrogate

HG1 5LA

<https://www.harrogateconventioncentre.co.uk/>

The main entrance for UCU is signposted **Entrance 1** on Kings Road (next to the Crowne Plaza hotel), which takes delegates into the level 4 foyer, the main reception area for the Convention Centre.

Hotels and delegate expenses

Delegates registered for hotel accommodation will have received a letter confirming their booking. This accommodation has been paid for centrally by UCU on a bed and breakfast basis. Delegates incurring any extra charges including drinks, additional food, calls made

from the hotel room (please note that these may be charged at high rates) and, if applicable, partner's accommodation, will need to settle these charges with their hotel before departing.

An expense claim form (on yellow paper) will be given to delegates at the venue. Please read this form carefully before completing it. Please make your claim on this form only, which has been set up specifically for Congress 2019. **You must attach relevant receipts** to make your claim.

AT THE CONGRESS VENUE

Registration

On arrival, all delegates and observers must report to the registration desk in Hall D. Upon registering, delegates and observers will be given their name badge, without which there is no access to Congress. Hall D is accessed by walking through the main foyer on arrival to the venue. Any queries arising during Congress should be directed to staff on the UCU registration desk, which will be open during the following times:

Friday	16:30 – 19:30	Saturday	08:30 – 18:30
Sunday	08:30 – 18:30	Monday	08:30 – 15:00

Congress documents

The Congress Business Committee's second report forms the agenda and order of business, including motions and amendments for debate. A bound version of this agenda, including the National Executive Committee's report to Congress, will be provided to delegates when they register at the venue. A delegate mailing with papers relevant to Congress and Sector Conference business, including motions, will be mailed to all Congress attendees who requested hard copy papers; otherwise, you will be directed to these papers electronically.

Badges

Please wear your badge at all times in the Congress venue. You may be stopped from entering the Congress hall if you do not have your name badge. Press, exhibitors and staff will also have name badges.

Voting cards

A voting card is issued to each delegate who has voting rights. All delegates are asked to ensure that they keep their cards with them at all times during business sessions. When the count of a card vote is in progress, delegates may not usually enter or leave the hall, in accordance with Congress standing orders. If ballot papers are issued during the course of Congress, you will need to produce your voting card to collect your ballot material.

Location of meetings

A plan of the parts of the venue being used by UCU is attached.

Congress and the HE sector conference take place in Studio 1, and the FE sector conference in Studio 2, both of which can be accessed by routes from Hall D. All fringe

meetings take place in the Queens Suite which can be accessed by routes from Hall D or Studio 1 or 2.

There are step-free routes to all areas. In addition to signage, venue stewards will be available to assist with directions.

Seating in the conference halls

There is no allocated seating in the conference halls. Delegates are free to sit where they choose. However, please respect any reserved seating within the hall, which may be indicated for guests, the press, or delegates with specific access requirements.

Please take everything with you when you leave the Congress or Sector Conference halls at the end of each day. Anything left in the halls after the close of business each day will be thrown away.

Seating – delegates waiting to speak in debates

The chair of each conference will explain the process for those wishing to speak in debates. A row of chairs (without tables) at the front of the hall is reserved for those waiting to speak. If you are unable to come to the front of the hall, arrangements can be made in respect of your speaking in the debate – please alert a member of UCU staff.

Distribution of documents in the Congress hall

If necessary, papers containing late, urgent business will be distributed directly onto the desks in the Congress or Sector Conference halls.

Delegates are asked not to distribute other materials directly onto the desks in the halls. Delegates are also asked to respect the venue's policy that no notices or other materials may be attached to the walls, doors or other surfaces with blu tac, white tac, tape or any other fixing.

Cloakroom and left luggage

There are cloakroom facilities in the level 4 foyer (the area immediately inside the main entrance) where coats and bags can be left during Congress business, free of charge.

Lunch and refreshments

Tea and coffee will be available in Hall D throughout business sessions. Water jugs will be available at refreshment points and delegates are welcome to refill water bottles. Lunch will be provided at catering points in Hall D. On Sunday, there will be an additional tea and coffee station outside Studio 2 where the FE sector conference will be held. The coffee served is Fairtrade, alongside Rainforest Alliance certified Yorkshire Tea.

Before the start of lunchtime fringe meetings, tea and coffee will be available in the foyer area outside the Queen's Suite, and water will be provided in fringe meeting rooms.

Fringe meetings and social events

A programme of fringe meetings and social events is enclosed, including events for the evening of Friday 24 May.

Exhibition stands

Exhibitions stands will be located in Hall D. Exhibitors are organisations to which UCU is affiliated, or with whom UCU has a working relationship, as well as stalls run by UCU's campaigns, equality and other teams.

Internet access

An internet café area will be available to delegates during the event, located in Hall D.

Childcare

A childcare service will be provided in the Bramham Suite on the first floor of the Crowne Plaza hotel, opposite the Congress venue. This is provided by Nipperbout (www.nipperbout.com) for delegates who have registered their childcare requirements in advance. Delegates registered to use this service have been contacted with further information.

SPECIFIC REQUIREMENTS

Hearing amplification

The main rooms used by UCU at this Congress do not have induction loops fitted. We will be fitting temporary loops in the conference halls and fringe meeting rooms.

Accessible document formats

UCU aims to provide all documents to delegates in the formats that they have requested such as large print or electronically, and we will make every attempt to produce any late documents arising during the course of business in these formats. Any queries relating to Congress documents should be directed to the registration desk in the first instance.

Any other requirements

If, as a delegate, you have access requirements of which you have not yet informed us, please contact us as soon as possible so that we can make any necessary arrangements. Sue Bajwa will confirm receipt of your requirement by email before the event with any information needed. If, during the course of Congress, any problems arise, please contact Sue Bajwa at the registration desk in the first instance.

Quiet room

A quiet room is provided in meeting room 3 at the back of the Queen's suite (the fringe meeting area). This room, available during Congress sessions and lunchtimes, is intended to provide a quiet, calm space where conference attendees can spend time away from noise and other stimuli of the conference environment.

ABOUT HARROGATE

Official tourist information for Harrogate is available at <https://www.visitharrogate.co.uk/> including information about places to eat.