

Equality Groups Conference, 28 – 30 November 2024

Conference Aston

Information for delegates

This document sets out practical information relating to your attendance at this conference.

Enquiries

Any enquiries should be directed to Sue Bajwa, Conference Officer. Email sbajwa@ucu.org.uk or call 0207 756 2547.

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

Venue address

Conference takes place at:

Conference Aston
Conference Centre & Hotel
Aston Street
Aston University Campus
Birmingham
B4 7ET



<http://www.conferenceaston.co.uk/>

All areas in the hotel we are using all have step-free access. The main entrance to the venue has a level approach and a level threshold. The entrance comprises four sets of double-glazed doors, two of which open outwards automatically. These doors give access to the hotel's main lobby, where the reception desk is located. Just passed the main reception in the Upper Courtyard Lounge you will find UCU's registration desks.

GETTING TO CONFERENCE ASTON

By train

Conference Aston is situated on the Aston University Campus, Birmingham, which is within a 10-15 walk of 3 Birmingham Stations (New Street, Moore Street and Snow Hill). There are regular trains from all major UK cities to Birmingham stations. Train tickets can be booked here:

<https://www.thetrainline.com/>

By coach

If you're planning on traveling by coach, timetable information is available here:

<https://www.nationalexpress.com/>

By air

The airport is 9 miles for the venue. A free shuttle service runs regularly between Birmingham International Airport and Birmingham International train station. (takes less than 10 minutes). There are direct trains from Birmingham International to Birmingham New Street, which takes 9 minutes.

By bus

The venue is located on the West Midlands bus route. There are a number of bus services throughout the day. For further information, visit <http://nxbus.co.uk/west-midlands>.

By tram

If you're planning on traveling by tram, journey planner and timetable information is available from [West Midlands Metro](#). The nearest stations are 6-10 minutes away from campus:

- Bull Street
- Corporation Street
- Grand Central New Street

Taxi

There is a taxi rank at Birmingham New Street Station. Take the Stephenson/Victoria Street exit.

HOTEL AND DELEGATE EXPENSES

Delegates registered for hotel accommodation will have received an email 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 will need to settle these charges with their hotel before departing.

Lunch is provided each day, and dinner will be provided on Thursday evening for those who requested for it on the registration form.

For anyone who would like to attend the dinner but would prefer a quieter space please email Sue Bajwa at sbajwa@ucu.org.uk. Please note, you still must register for the dinner in advance.

An expense claim form will be included in the delegate pack. Please read this form carefully before completing it. **You must attach relevant receipts** to make your claim.

COVID-19

If you have any symptoms of Covid-19 or feel unwell, or if you have tested positive for Covid-19 within the past 5 days, please do not attend the conference.

The government's current advice can be found here <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

Please pay attention to the following:

- Staggered, longer registration times are in place to avoid crowding.
- Face masks are available at the registration desk for anyone who wishes to wear one.
- Wherever possible, rooms have been booked which provide more space than necessary to enable delegates to maintain some distance if they wish.
- All conference rooms will be refreshed after each conference, and therefore, we ask everyone not to leave any of their belongings in the conference rooms even if you are in the same room for the next session.
- Please observe good hand hygiene. Sanitisers are available in all conference rooms, and on the registration desk.
- If while at the conference you develop Covid symptoms, stay away from others and inform staff at the registration desk, and make the necessary arrangements to return home as soon as possible. A lateral flow test can be made available to you if you become unwell with symptoms of Covid 19 and wish to test (though you will be asked to travel home irrespective of the outcome of that test).

If you have any other concerns, please do not hesitate to get in contact.

AT THE VENUE

Parking

There is car parking available, but it must be booked in advance online. Details can be found here: <https://conferenceaston.firstparking.co.uk/Booking/VisitorBooking>. This must be booked and paid for in advance.

Registration

Before attending any part of this conference, all delegates will need to register, where they will be given their name badge, voting card (if applicable), and relevant papers.

Registration for all delegates will take place in the **Upper Courtyard Lounge** which is situated just along the corridor from the hotel's reception.

There are step free routes to all areas.

Please make sure you arrive at the correct registration times below:

Thursday 28 November

- Registration from 08:30 for delegates attending the Migrant Members' Conference
- Registration from 10:00 – 14:00 for delegates attending the Disabled Members' Conference
- Registration is open from 14:00 – 18:00 for all those delegates arriving Thursday for sessions on Friday & Saturday (Plenary, Women, Black & LGBT+):

Friday 29 November

Registration desks will be open from 08:30 – 17:30.

Saturday 30 November

Registration will be open from 08:30 - 09:30 for any Black members not already registered.

Registration will be open from 10:30 – 14:00 for any LGBT+ members not already registered.

Conference Documents

There will be packs available for each of the five equality group's conferences along with papers for those attending the plenary session on Friday morning. These will be available to pick up at registration. These papers will have also be emailed to all delegates in advance, along with a document called code of conduct that we ask you to read.

Please go to the registration area for any general enquiries throughout the conference. There will a member of staff available to help during conference times.

Voting cards & badges

When registering, each delegate will be given a voting card and a badge. The badge must be worn in all conference sessions. A voting card is issued to each delegate so they can vote on motions (where relevant) at the individual equality group conferences. Each equality conference will have a different coloured voting card. You may receive more than one if you are attending more than one conference.

Ballot for equality committees

If a ballot paper is needed for a conference, the paper will be folded in the badge wallet, and you will be informed at registration. There will be a ballot box to collect them at the registration area. Results will be counted by the Democratic Services department at UCU head office after the event.

Time and location of meetings

All meetings will be Conference room 1. The room maybe spilt for some of the conferences.

Thursday 28 November 2024 – Conference room 1/BC

- 09:30 – 13:00 Migrant Members' Conference
- 14:00 – 17:30 Disabled Members' Conference
- From 19:00 – Delegate dinner - Courtyard Restaurant

Friday 29 November 2024 – Conference room 1

- 09:30 – 13:00 – Joint session
- 14:00 – 17:30 – Women Members Conference

Saturday 30 November 2024 – Conference room 1/BC

- 09:30 – 13:00 – Black Members' Conference
- 14:00– 17:30 – LGBT+ Members' Conference
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Left luggage

There is a storage room by reception at the hotel where you can store luggage on the day of departure.

Quiet Room

There will be a small quiet room for delegates to use throughout conference. If you have requested this on the registration form you will be contacted separately with room details.

Lunch and refreshments

Refreshments will be available before the start of every conference and as stated on each conference agenda. Refreshments will be available only at those times in the Lower Courtyard Lounge. Lunch will be available for those attending morning and afternoon conferences, which will be in the Courtyard Restaurant. If you have informed us of a dietary requirement, a confirmation email confirming receipt and any instructions have been emailed to you.

Evening meals

There will be a delegates' dinner on Thursday evening from 19:00 in the Courtyard restaurant. **(Delegates had to register for this in advance)**. You MUST inform Sue Bajwa of any special dietary requirements.

All delegates will be entitled to one drink from the hotel bar. You will be given a dinner ticket on arrival at registration. (this will be inside your badge wallet) If you are attending the dinner, please arrive in time (where possible) to collect your delegate credentials containing the dinner ticket. **If you are likely to arrive after 6pm on Thursday and have registered for the dinner, please inform Sue Bajwa.. If you have informed us of a dietary requirement (including vegetarian) the venue will ask you to pick up a diet card outside the dinner room.**

Internet access

Conference Aston offers WIFI to conference guests in all areas. A code will be provided on arrival.

SPECIFIC REQUIREMENTS

Hearing amplification

The venue has induction loops in all conference rooms we are using. If you have need to use a hearing loop and have not informed us, please do so ASAP by emailing sbajwa@ucu.org.uk.

Accessible document formats

UCU aims to provide all documents to delegates in the formats that they have requested such as large print. Large print documents can be picked up when registering.

Any other requirements

If you have informed us of any access requirements on your registration form, you will have been emailed to confirm we received your requirement/s and provide any necessary instructions necessary.

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. If, during the conference, any problems arise, please contact Sue Bajwa who will mainly be at the registration area in the Upper Courtyard Bar at the registration desk in the first instance.

CONFERENCE FORMAT

Hybrid

All six conferences will take place in a hybrid format using Zoom. Anyone attending a conference/s online will receive a separate email from Zoom (via Sue Bajwa) with the link and some general information. (please ensure you read this) You will receive a separate link for each conference and a reminder email approximately one hour before each conference.

LEISURE TIME

There is a gym and a beautiful Victorian pool on site free of charge of delegates. For more information, and how to book please ask reception on arrival.

For more information on Birmingham and restaurants go to: <http://visitbirmingham.com/>