



UCU Congress and Sector Conferences

24-26 May 2025

ACC, Liverpool

Information for delegates

This document sets out practical information relating to your attendance at Congress. Please read it before you arrive.

IMPORTANT INFORMATION

There are major events taking place in Liverpool during Congress such as the final match of the football season, radio one's big weekend and the Queen Anne ship docked! This will mean the city will be exceptionally busy. We strongly recommend you book your travel tickets and restaurants in advance where possible and leave additional time to get from the conference venue to stations

If ordering a taxi whilst at Congress, please consider you may not be able to access one immediately.

Enquiries

Enquiries relating to Congress attendance can be taken by Sue Bajwa, Conference Officer, until 17:00 on Wednesday 21 May, email sbajwa@ucu.org.uk. Emails sent after this time will be dealt with at the first available opportunity, but there may be a delay in responding.

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

Queries relating to Congress business should be sent to congressmotions@ucu.org.uk Again, there may be a delay in replying to emails sent after 17:00 on Wednesday 21 May.

Venue address

Congress takes place at:

**ACC Liverpool
Kings Dock
Liverpool Waterfront
Liverpool
L3 4FP**

<https://www.accliverpool.com/visiting-us/>

There is step free access to all areas we are using in the venue.

Getting to Liverpool

By Rail

Liverpool will be very busy over the bank holiday weekend and delegates should make travel arrangements in advance.

[Avanti West Coast](#) operates hourly, direct services from London Euston to Liverpool Lime Street taking just over two hours. [Northern, TransPennine Express](#), [London Northwestern Railway](#), [East Midlands Trains](#), and [Transport for Wales](#) all run frequent services to the city.

Full rail journey and ticket information can be obtained from National Rail Enquiries - 08457 484950 or www.nationalrail.co.uk.

By Car

Delegates are encouraged to use public transport wherever practical.

For all car journeys it's best to follow the white on brown tourist route signs for the Waterfront. These signs are visible on the major routes into the city. ACC Liverpool is situated on the Kings Dock directly adjacent to the south side of the Albert Dock. Upon arrival, the Kings Dock entrance is clearly sign posted

From the North

Leave the M6 at junction 26 and follow signs for M58 Liverpool. Follow to end of M58 and then take signs for A59 Liverpool. Continue to follow Liverpool City Centre until picking up signs for the Waterfront.

From the South.

Leave the M6 at junction 21A and take the M62 to Liverpool. At the end of the M62 follow signs for Liverpool City Centre along Edge Lane, picking up and following signs for Waterfront.

Arriving at the venue

The ACC Liverpool is situated on the former Kings Dock in Liverpool and is approximately a 20-minute walk from Liverpool Lime Street station, or a short taxi ride. Alternatively, you can change at Lime Street onto the Merseyrail underground Wirral Line trains, travelling into to James Street station, which is a 10-minute walk from the venue.

Taxis

- Delta Taxis – 0151 922 7373
- Com Cabs – 0151 298 1234

If you have advised us that you have a mobility impairment, we will have contacted you separately.

There is also a CityLink bus which runs every 12 minutes as a circular service around the city centre and stops at both Liverpool Lime Street and ACC Liverpool.

Full details of local transport can be found on [Mersey travel](https://www.merseytravel.co.uk/).

There are two entrances into ACC Liverpool which will bring you on to the Galleria Level. You can either enter via the Riverside entrance (taxi will drop you off this side) and from the Cityside (hotel and on foot). From either side, walk along the concourse and take the escalators down to the Lower Galleria where registration will be based. We recommend using the Cityside entrance unless arriving to the venue by taxi as there is a dedicated drop off place for taxis.

Car parking



On-site pay and display parking is available in the Kings Dock Car Park as marked on the map. Pricing and opening hours below:
Monday - Sunday 24 Hours.

Up to 1 hour - £2.40

Up to 2 hours - £6.00

Up to 5 hours - £8.00

Up to 9 hours - £12.00

Up to 24 hours - £18.00

There are 1450 parking spaces available in the on-site Kings Dock Car Park, with accessible bays and electric charging points on every

floor.

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 Congress.

The government's current advice can be found here <https://www.gov.uk/coronavirus>

There are no Covid-19 restrictions in the UK at present but to make this event as safe as possible, please:

- Consider taking a lateral flow test before attending the event
- Consider measures to make your journey as safe as possible, including wearing a face

mask.

- If possible, register at the venue the evening before the Congress (Friday 23 May between 16:30 and 19:00) to help avoid crowding on the first morning.
- Face masks (FFP2) are available at the registration desk
- Wherever possible, rooms have been booked which provide more space than necessary to enable delegates to maintain some distance if they wish.
- Do not to leave any personal belongings in the conference or fringe meeting rooms after meetings or at the end of the day, to allow for cleaning.
- Please observe good hand hygiene. Sanitisers are available on the registration desk.
- Remember that individuals may have different attitudes to personal space – please be mindful of others.
- Please act on any instructions given by the chair, by venue stewards or UCU staff in respect of movement around the venue.
- 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 concerns or queries, please get in touch.

Hotels 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 (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. A map showing the location on your hotel is included with your hotel information.

An expense claim form (on yellow paper) will be available when you arrive at Congress. Please read this form carefully before completing it. Please make your Congress expense claim on this form only, which has been set up specifically for Congress 2025. **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 the Lower Galleria. Please follow the signs on arrival. Upon registering, delegates will be given their name badge and an electronic card to vote. Any queries arising during Congress should be directed to staff on the registration desks, which will be open throughout the following times:

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

Congress documents

Delegates who requested a hard copy mailing will be sent the agenda (the Congress business committee's second report), which provides the motions for debate and order of business, and a separate document with the National Executive Committee's report to Congress, along with a number of other papers relevant to Congress and Sector Conference business. If you requested these by mail you **must** bring all of these documents **(including the agenda)** with you to Congress.

Congress documents will be emailed to all delegates in advance and available to download from the dedicated page on the UCU website.

Delegates who have not requested papers in hard copy will be able to pick up the agenda (CBC's second report) and the NEC's report to Congress upon arrival. Please bring with you print outs of any other papers you wish to have in hard copy.

Badges

All delegates and observers will be given a name badge when they register at the registration desk. 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

Delegates in the Congress Hall will vote electronically. All delegates will pick up a credit-card sized personal voting key card at registration, **which delegates must keep on them at all times**. Electronic voting devices (similar to an old-style Nokia phone) will be distributed in the main hall. These devices – which are not specific to individual delegates – must not be taken out of the main hall. When a vote is open, tapping your personal key card on an electronic voting device will allow you to cast your vote, for, against or abstain.

There is a short clip on the Congress web page. <https://www.ucu.org.uk/Congress25>

If for any reason you think you cannot use the voting device please email Sue Bajwa ASAP.

Location of meetings

Congress and the HE sector conference take place in Hall 2B, which is located on the lower Galleria level. The FE sector conference takes place in room 3 on the Upper Galleria level. Fringe meetings also take place in the Upper Galleria. The Upper and lower Galleria levels can be accessed by the escalators in the middle of the Galleria. There are lifts available and step-free routes to all areas. There are signs around the venue to all rooms.

Seating in the Congress Hall

Delegates are free to sit where they like within the Congress and conference halls, but please respect any reserved seating. This may be 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. Voting devices must be left on the table provided at the back of the hall when leaving.

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, including areas specifically for those wishing to speak 'for' or 'against' a motion.

If you are unable to come to the front of the hall, alternative arrangements can be made in respect of your speaking in the debate – please alert a member of UCU staff.

Please listen for any additional instructions from the chair in respect of speaking in debate.

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 must not attach anything to the walls with blu tac, white tac, tape or any other fixing.

Filming and photography

Filming is not permitted in the hall while Congress or sector conference business is in session.

UCU's official photographers and videographers may occasionally take photographs or video in the hall. This will be used to capture individual speakers **with their agreement**, or for generalised event footage in which individuals are not identifiable.

Delegates may wish to take photographs whilst at this event. No photographs should be shared on social media unless you are clear that you have the permission of all individuals who are identifiable in the picture.

Cloakroom and left luggage

The cloakroom is located on the Galleria (free of charge), the entrance level. On Saturday the cloakroom will close at 20:15, Sunday 18:15 and Monday 15:30.

Lunch and refreshments

There are scheduled tea and coffee breaks shown in the agenda. Tea and coffee will also be available at other times when business is ongoing, provided in the exhibition and catering area immediately outside the main hall. Lunch will be provided at catering points in this area each day – on Saturday from 12:30, Sunday from 12:30, and Monday from 12:00. Tea, coffee and water will be provided in the Upper Galleria for the FE Conference on Sunday.

Lunch is provided in carry bags which can be taken into fringe meetings. Jugs of water will be provided in rooms where lunchtime fringe meetings are held.

Fringe meetings and social events

A programme of fringe meetings and social events will be emailed to you with your Congress documents. There are fringe meetings on Saturday and Sunday lunchtimes. An introduction to Congress meeting, and a welcome reception, take place on the evening on Friday 23 May.

Internet access

Wi-Fi is provided for delegates' use at the venue for the duration of the conference. Any instructions needed will be given in advance.

Exhibition stands

Exhibition stands will be located in Hall 2A. Exhibitors are organisations to which UCU is affiliated, or with whom UCU has a working relationship, as well as stalls run by UCU. A list of exhibitors can be found at the end of this document.

Children's Club and crèche

This will be provided in [Leonardo Hotel Liverpool](#) in Suite 3,4 & 5, which is situated within a 4 minute walk of the Congress venue. This service is provided by Nipperbout. (www.nipperbout.com). Delegates who registered to use this service will be contacted and MUST register children using the Nipperbout online system.

Specific requirements

Hearing amplification

The fringe rooms and meeting room 3, where FE sector conference is taking place are fitted with a Sennheiser Infrared Amplification System. Delegates who have informed us on their registration form will have a neck loop available for them at registration.

Hall 2B where Congress/HESC is taking place, and the registration desks will be fitted with induction loops. In Hall 2B there will an area where a hearing Loop will work. If you have requested a hearing loop on your registration form you will be emailed about this separately, and there will be signs in the conference hall.

Quiet room

There are two quiet rooms available for those needing a quiet space or for prayer or meditation. The rooms are **room 6 and room 16**. These are both situated on the Upper Galleria level. Please be respectful of others using the room.

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.

Captions

Captions will be shown on screens for Congress/HE Sector Conference (Room 2B) and FE Sector Conference (Room 3)

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. If, during the course of Congress, any problems arise, please contact Sue Bajwa at the registration desk in the first instance.

Exhibition stands

The following will have an exhibition stall in Hall 2A during Congress.

- UCU Campaigns (including materials from across UCU)
- UCU Equality
- UCU Pensions (TPS & USS)
- Stop the War - <https://www.stopwar.org.uk/>
- Institute of Employment Rights <https://www.ier.org.uk/>
- Palestine Solidarity Campaign <https://palestinecampaign.org/>
- Thompsons - <https://www.thompsons.law/>
- MENA Solidarity Network, <https://menasolidaritynetwork.com/>
- Quilter Financial Advisors - <https://www.quilter.com/>
- Shrewsbury 24 Campaign, <https://shrewsbury24campaign.org.uk/>
- Education Support - <https://www.educationsupport.org.uk/>
- Campaign for Human Rights in the Philippines-UK - <https://chrp.org.uk/>
- Liberation, <https://liberationorg.co.uk/>
- Committee for Defence of Iranian Peoples Rights, - <https://peoplesworld.org/authors/codir/> <https://www.peoplesworld.org/authors/codir/>
- Stand up to Racism, <https://standuptoracism.org.uk/>
- Bookmarks, <https://my-bookmarks.co.uk/>
- United Families and Friends Campaign, <https://uffcampaign.org/about/>
- Alliance for Inclusive Education. <http://www.allfie.org.uk/>

AROUND LIVERPOOL

Along the waterfront and Liverpool there are many interesting sites to see:

<https://albertdock.com/see-and-do/>

<https://www.visitliverpool.com/things-to-do-in-liverpool/>

There are plenty of restaurants in Liverpool including along the waterfront. The ACC have recommended some on their website.

<https://www.accliverpool.com/visiting-us/visiting-liverpool/eating-and-drinking/>

Other restaurant can be found on the official Visit Liverpool website.

<http://www.visitliverpool.com/food-and-drink>