



UCU Congress 2018

UCU Congress and Sector Conferences

30 May – 1 June 2018

Manchester Central Convention Complex

Information for delegates

This document sets out practical information relating to your attendance at Congress. A plan of the venue 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 Friday 25 May. UCU will be closed for the bank holiday on Monday 28 May. The Constitution and Committees team will be on site in Manchester from Tuesday 29 May. For urgent enquiries after 25 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.

Venue address

Congress takes place at:

**Manchester Central Convention Centre
Petersfield
M2 3GX**

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

The main entrance for UCU Congress will be the Charter Foyer entrance where the delegate registration desk will be located. This can be accessed from Windmill Street.

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) is included with this mailing to delegates. 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 2018. **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 Charter Foyer. Upon registering, delegates and observers will be given their name badge. Delegates will also receive an electronic voting card, and ballot issue record card. Any queries arising during Congress should be directed to the staff on the registration desks, which will be open throughout the following times:

Tuesday	16:30 – 19:30	Wednesday	08:30 – 18:30
Thursday	08:30 – 18:30	Friday	08:30 – 15:00

Congress documents

The Congress Business Committee's second report provides you with an 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 their arrival. A delegate mailing with papers relevant to Congress or 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 during conference sessions

Electronic voting will be in place for Congress and the sector conferences. Delegates will receive a voting card (like a credit card) which can be used to activate hand-held voting devices that will be provided in the conference hall. Please keep this card with you throughout the event – delegates will not be able to vote without it. You must show your card when entering and exiting the hall. Should you lose your card, please seek help from the registration desk.

The hand-held voting devices have a standard 3x4 phone-style numeric keypad (including a raised dot on the '5' key). The chair will give instructions for casting votes.

Please do not remove the voting devices from the hall. They can be collected and deposited on entry and exit from the conference halls.

Ballot material

A number of ballots may be conducted during the conferences, including for HE and FE negotiators and Congress Business Committee members. All delegates will be given a ballot issue record card, without which ballot material cannot be collected. Please keep this card with you throughout the event. Conference chairs will let delegates know when ballot material is available for collection.

Location of meetings

A plan of the parts of the venue being used by UCU is attached. There are step-free routes to all areas.

Congress and the HE sector conference take place in the Exchange Hall, and the FE sector conference takes place in Charter 2-3, both of which can be accessed from the Charter Foyer. Fringe meetings take place on the upper floor in Exchange rooms 4-11, and in Charter 4 on the ground floor next to the Exchange Hall.

Seating in the conference halls

There is no allocated seating in either 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 will be a cloakroom next to the registration area in the Charter Foyer, where coats and bags can be left during Congress business, free of charge.

Lunch and refreshments

Tea and coffee will be available in the Gallery area throughout business sessions. Water jugs will be available at these serving points and delegates are welcome to refill water bottles from these jugs. Lunch will be provided at catering points in this area.

Before the start of lunchtime fringe meetings, an additional tea and coffee serving point will be available on the upper floor by Exchange rooms 8-10, and water will be provided in fringe meeting rooms.

Fringe meetings and social events

A programme of fringe meetings and social events is enclosed. Events for the evening of Tuesday 29 May appear on a separate sheet, also enclosed.

Exhibition stands

Exhibitions stands will be located in the Gallery area. 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. This will be located in the Gallery area, beyond the exhibition stands.

Childcare

A childcare service will be provided in the Lancaster Suite at the Midland Hotel, which has an entrance opposite the Congress venue, on Windmill Street. 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.

ABOUT MANCHESTER

Official tourist information for Manchester is available at
<https://www.visitmanchester.com>

This includes information about eating out in the city. Manchester has a large number of restaurants across many areas. Some restaurants are marked on the Manchester map included in this mailing, as are places of interest.

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Manchester Central – plan of areas in use for UCU Congress 2018

