



Conference 2012 and Exhibition – 26-28 March Information for Delegates

Venue and Location

The venue for this year's conference is the Scottish Exhibition and Conference Centre, Glasgow (SECC). The SECC is a well integrated conference, exhibition and events venue, situated just off junction 19 of the M8 motorway. It is within five minutes drive of the city centre and 15 minutes from Glasgow International Airport. The SECC has its own railway station and bus terminal linking with Glasgow's excellent public transport system.

The Centre's address is:

Exhibition Way
Glasgow
Lanarkshire
G3 8YW

Tel: +44 (0) 0141 248 3000

The conference will take place in the Lomond Auditorium within the SECC and the exhibition will take place in Hall 2. Breakout sessions will also be held in the Loch Suite and the Seminar Suite within the SECC.

Smoking is not permitted in any of the buildings used.

Glasgow is a city with a lot to offer, steeped in culture, rich in history, with elegant streets, squares, parks and gardens; the name Glasgow actually means 'dear green place'. The Lonely Planet guide recently said of the city: "Glasgow is regenerating and evolving at a dizzying pace. Its Victorian architectural legacy is now swamped with cutting-edge style bars and world-class venues to tickle your taste buds. The city is going through a long-term transformation, evident along the revitalised River Clyde." Glasgow is home to Scottish Opera and Scottish Ballet. It has one of Europe's finest civic art collections in galleries such as the Kelvingrove Museum and Art Gallery and the Burrell Collection and entry into all 27 of the city's galleries is free.

Just outside the city, the countryside is well worth a visit, with some of the world's finest golf courses just a short drive away.

For further information on the city and surrounding area, please visit

<http://www.visitscotland.com/> or <http://www.glasgow.gov.uk/en/Visitors/Tourism/>

Accommodation

Accommodation is NOT included in the delegate fee and must be booked separately.

UKSG has worked with The Glasgow City Marketing Bureau to set up a free online booking service which offers specially negotiated rates at a number of local hotels. Visit <https://www.conferencebookings.co.uk/delegate/GMBUKSG2012> to view the various accommodation options and to make a booking.

Travel

For details of how to get to the SECC please refer to the map posted to you with your confirmation of booking and invoice or to the SECC's website 'How to get here' - <http://www.secc.co.uk/attend/how-to-get-here.aspx> which will assist with travel by air, rail or road.

If travelling by car, there is ample parking available onsite at the SECC – further information on this is at <http://www.secc.co.uk/attend/how-to-get-here/car/parking-at-the-secc.aspx> (currently £6 per visit). You will need to refer to your hotel or guest house regarding parking with your accommodation.

If travelling by rail Glasgow's Central Station is connected with every city in the UK. From Glasgow Central, there are frequent trains to the Exhibition Centre Station, a journey of approximately three minutes. Refer to www.nationalrail.co.uk or <http://www.scotrail.co.uk/> for further information.

If travelling by air, you can fly to Glasgow International Airport <http://www.glasgowairport.com/>, which is less than 15 minutes from the city centre, or to Edinburgh International Airport <http://www.edinburghairport.com/>. Glasgow Prestwick Airport <http://www.glasgowprestwick.com/> is also nearby.

Luggage Storage on Arrival

A luggage storage area will be available at the SECC for those who arrive at the conference before booking into their accommodation and will be available again on Wednesday morning for those checking out of their hotels that morning.

Conference Registration/UKSG Conference Desk

Registration will take place on Monday morning from 08.00 in Hall 1 within the SECC.

Telephone Messages

If you need to contact the UKSG Conference Desk to pass on an urgent message, the telephone no. for the SECC is +44 (0)141 248 3000

Business Centre

The SECC has a well equipped Information & Business Centre for visitors. Available services include PC use/internet access, photocopying, printing, scanning and faxing

Wi-Fi and E-mail Facilities

Event-wide wireless access will be made available free to delegates. This service is intended for light use, casual web browsing, e-mail, etc. You will be able to log in by clicking on the SECC icon which will appear on your laptop when you switch on.

Internet stations will be set up in Hall 2 for occasional use.

Plenary Sessions

All the plenary sessions will be held in the Lomond Auditorium.

Breakout Sessions

Breakout sessions have been split into two groups. Group A sessions will take place on Monday at 13.30 and on Tuesday at 11.30, and Group B sessions will take place on Tuesday at 15.45 and on Wednesday at 11.15. All of these sessions will be held in the Loch Suite or the Seminar Suite within the SECC. Please check the notice boards in Hall 1 for the locations of the sessions you have selected.

Exhibition

The trade exhibition is staged in SECC Hall 2 as an integral part of the conference. Opening times are as follows:

Monday: 09.00 -18.00 Tuesday: 09.00 -17.45 Wednesday: 09.00 -13.30

Badges

Delegates will be provided with badges which must be worn during the day throughout the conference. It would be greatly appreciated if delegates could return their badges to the UKSG Conference Desk before departure.

Ticketing

Tickets will be issued to those who have booked for the Monday evening Quiz and Buffet Dinner (separately bookable) and the Tuesday evening Conference Dinner, and will be sent with your postal confirmation of booking. Please look after these and bring them along to the relevant event. They will be checked.

Catering and Dietary Information

All lunches and refreshment breaks will be catered for in Hall 2.

For those delegates who have registered special dietary requirements, please make a member of catering staff aware of your request when taking meals. All lunches will cater for vegetarian food, which will be labelled.

Additional Catering

The Café Bar will be open from 10.00 until 16.00 on Sunday 24th March and continuously throughout the conference opening hours. Additionally, the Gallery Bistro is open each day from 09.30 to 11.00 and then from 12.00 until 14.00.

Entertainment

Monday 26 March

On Monday evening delegates are encouraged to raise a glass to celebrate COUNTER's tenth anniversary in the Exhibition Area in Hall 2 and then at 18.30 a Drinks Reception will be provided, courtesy of the Lord Provost and Glasgow City Council, at the Glasgow Science Centre. Delegates then have a free evening to make their own dinner arrangements. An optional Quiz and Buffer Dinner is bookable at the time of booking your conference place and will also take place at Glasgow Science Centre – *this is separately bookable and should be booked at the time of booking your conference place*. Other dining and networking ideas will be provided on our website – check www.uksg.org/event/conference12/social for further information.

Tuesday 27 March

*'Heather'****

The evening will commence at 19.00 with a Drinks Reception at 'The Arches', 238 Argyle Street, Glasgow, G2 8DL (<http://www.thearches.co.uk/find-us> for directions) and will continue with the Conference Dinner at 20.15. Dinner will be followed at 22.15 by Kilter Ceilidh Band and then a disco to 01.00. A cash bar will be available throughout.

The theme for this evening is 'Heather' and you are encouraged to wear or carry something appropriate in the spirit of this evening. A prize will be awarded for the best interpretation of this theme.

****Note on the theme of 'Heather' – Heather is a traditional moorland shrub associated with the Scottish Highlands. It can be many colours but the colour Heather is traditionally considered to be a shade of mauve. It can be associated with good luck.**
<http://en.wikipedia.org/wiki/Heather>

UKSG Annual General Meeting

Delegates from member organisations of UKSG are encouraged to attend the AGM which will take place at 10.30 on Tuesday 27 March in the Lomond Auditorium. Non-members are welcome to attend as observers and find out a little bit more about what UKSG does.

Other Facilities within the SECC

A bank machine, medical centre and shop are all available within the SECC, as well as a post box and payphones. Vending machines selling hot and cold drinks are also available.

Tourist Information

Tourist information is available from <http://www.visitscotland.com/> or <http://www.glasgow.gov.uk/en/Visitors/Tourism/>.

Cancellations

It is recognised that unforeseen circumstances may necessitate a cancellation. Our policy is that cancellations received by Friday 2 March 2012 are eligible for a full refund; cancellations received after that date will not be eligible for any refund.

Booking Queries

If you have any questions about your booking please contact:

Karen Sadler, UKSG Administrator

Tel./Fax: +44 (0)1865 310834 E-mail: Karen@uksg.org