



Conference 2013 and Exhibition – 8-10 April Information for Delegates

Venue and Location

The venue for this year's conference is the Bournemouth International Centre (BIC) <http://www.bic.co.uk/>. The BIC is in the heart of Bournemouth, on the south coast.

The Centre's address is:
Exeter Road
Bournemouth
BH2 5BH

Tel: +44 (0)1202 456400

The conference will take place in the Tregonwell Hall within the BIC and the exhibition will take place in the Purbeck Hall. Breakout sessions will all take place within the BIC. The main access to the conference will be via the Purbeck Entrance at the rear of the BIC.

Smoking is not permitted in any of the buildings used.

Bournemouth is one of the UK's prime resorts and conference destinations with a wealth of natural beauty and recreational facilities on its doorstep. With over 2,000 acres of award-winning gardens and parks, beautiful beaches, over 250 restaurants, bistros, bars, clubs and a wide range of shops from high street names to individual boutiques, the vibrant cosmopolitan town has something to appeal to everyone, whether they are in Bournemouth for the first time or are a returning visitor. Visit www.bournemouth.co.uk to find out more.

Accommodation

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

UKSG has worked with Bournemouth Tourism 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/BMHUKSG2013> to view the various accommodation options and to make a booking.

Travel

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

If travelling by car, parking is available onsite at the BIC – further information on this is at <http://www.bic.co.uk/aboutus/bic/parking.asp> You will need to refer to your hotel or guest house regarding parking with your accommodation.

If travelling by rail, Bournemouth is served by 2 trains an hour from London Waterloo and the journey time is around 2 hours. Main line links are available from the Midlands, the North, the northeast, the northwest and Scotland. Bournemouth Station is a 10 minute taxi ride from the Bournemouth International Centre. Refer to www.nationalrail.co.uk for further information.

If travelling by air, [Bournemouth International Airport](#) is 10 minutes from the town centre via the A338 (Wessex Way). [Thomson Fly](#), [Ryanair](#) and [Easyjet](#) fly to and from numerous European locations, visit their websites for further information.

Taxis

The local Taxi company recommended by BIC is:

United Taxis

164 Holdenhurst Road, Bournemouth. BH8 8AS

Tel: 01202 556677 Fax: 01202 639008

Email: info@556677.com Website: www.556677.com

Contact: Derrick Heritage

United Taxis have a taxi rank outside the main entrance to the BIC. Alternatively, there is a United Taxis Freephone linked directly to their office in the Main and Purbeck Foyers. Accounts may be arranged directly with United Taxis by contacting Derrick Heritage in advance.

Luggage Storage on Arrival

A luggage storage area will be available at the BIC 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 The Purbeck Foyer within the BIC.

Telephone Messages

If you need to contact the UKSG Conference Desk to pass on an urgent message, the telephone no. for the BIC is +44 (0)1202 456400

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. A common username and password for all users will be available from the Registration Desk.

Six Internet stations will be set up in the Purbeck Lounge for occasional use.

Plenary Sessions

All the plenary sessions will be held in the Tregonwell Hall.

Breakout Sessions

Breakout sessions have been split into three groups. Group A sessions will take place on Monday at 13.30 and will be repeated on Tuesday at 11.00, Group B sessions will take place on Monday at 16.00 and will be repeated on Tuesday at 14.30 and Group C sessions will take place on Tuesday at 16.00 and will be repeated on Wednesday at 11.00. All of these sessions will be held within the BIC. Please check the notice boards in the Purbeck Hall for the locations of the sessions you have selected.

Exhibition

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

Monday: 08.30 -18.30 Tuesday: 09.00 -18.30 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 Buffet Dinner and Quiz (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 the Purbeck Hall.

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 Terrace Café, sited off the main foyer of the BIC, will be open from 09.00 until 17.00 each day including Sunday 7 April.

Entertainment

Monday 8 April

'Dorset's Finest'

On Monday evening delegates are invited to attend a Drinks Reception from 17.30 to 18.30 in the Purbeck Hall. Delegates then have a free evening to make their own dinner arrangements. An optional Buffer Dinner and Quiz can be booked and will take place at the Pavilion Ballroom at 19.00 – *this is not part of the conference package and should be booked at the time of booking your conference place.*

Tuesday 9 April

'All the Fun of the Fair' Conference Dinner

The evening will commence from 18.30 with a Drinks Reception in the Solent Hall within the BIC and will continue with the Conference Dinner in the Windsor Hall at 20.15. Dinner will be followed by a disco to 01.00. A bar will be available throughout which will accept credit card payments as well as cash. Access for this event will be through the main entrance of the BIC on Exeter Road.

Although we're not asking you to dress up this year and there won't therefore be a prize awarded, please feel free nevertheless to do your own thing. As for 'All the Fun of the Fair' – active participation will be encouraged!

UKSG Annual General Meeting

Delegates from member organisations of UKSG are encouraged to attend the AGM which will take place at 12.30 on Tuesday 9 April in the Tregonwell Hall. Non-members are welcome to attend as observers and find out a little bit more about what UKSG does.

Other Facilities within or close to the BIC

A bank machine can be found outside the BIC, to the left of the main entrance doors on Exeter Road. Vending machines selling hot and cold drinks are also available.

Medical Assistance

There will be first aid people on site throughout the event. Come to the registration desk in the first instance.

Tourist Information

Tourist information is available from [Bournemouth Tourism](#)

Cancellations

It is recognised that unforeseen circumstances may necessitate a cancellation. Our policy is that cancellations received by Friday 15 March 2013 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