

**Conference 2004 and Exhibition**  
**29-31 March 2004**  
**UMIST, Manchester**



## **Information for Delegates**

### **Venue and Location**

Situated right in the heart of this vibrant cosmopolitan city, the venue for the UKSG 2004 Annual Conference and Exhibition is UMIST, Manchester. The campus is compact with accommodation being based in the Weston Building (no.1 on map) in Sackville Street. The conference and exhibition, including workshops and briefing sessions will all be housed in the Renold Building (no.5 on map), a short stroll from the Weston Building. A location map 'Finding your way to the Manchester Conference Centre' will be sent to all delegates with confirmation of booking – location details can also be found at:

<http://www.meeting.co.uk/site/default.aspx?S=C&PG=Conference%20Home-Location>

All UMIST university buildings are subject to a no-smoking policy, to which visitors are asked to comply.

### **Accommodation**

Accommodation is in Weston Hall (no.1 on map), Sackville Street, Manchester, (tel. +44 (0)161 955 8000) and comprises a single-bedded student room with en suite shower and toilet. All rooms are supplied with towels, bed linen, and tea/coffee making facilities. Irons and ironing boards are provided in the shared lounge/kitchens (which also have TV). Launderette facilities are also available on campus.

Delegates should book into their accommodation at Weston Reception in the Weston Building. Keys will be available for collection from 14.00 onwards on the day of arrival. Luggage may be left temporarily in the secure cloakroom on the ground floor of the Renold Building, the Weston Cloakroom, or in the Hall's TV lounge.

Delegates are asked to vacate their rooms by 09.30 on the morning of departure, with luggage arrangements as above. Please remember to return your room keys to Weston Reception on check out.

### **Travel**

There is a frequent rail service to Manchester Piccadilly Station (2 ½ hours from London Euston). The station is a 10-minute walk from the conference centre, or a taxi can be found at the taxi rank outside the Fairfield Street entrance to the station. Both the rail and bus stations are shown on the map sent to delegates.

Manchester International Airport is linked to Manchester Piccadilly station by a direct service, journey time 20 minutes.

If travelling by car, again full route information is available from the map or from the web link above. Secure parking is available in the multi-storey car park on Charles Street (top two floors, L and M) and current charge is £9 for 24 hours or £6 for day parking. A discount voucher can be obtained from Weston Reception on checking out.

Please note there will be no coaches available at the close of conference as the main rail station is very close by.

### **Registration/UKSG Conference Desk**

Registration will take place on Monday morning from 10.00 at the UKSG Conference desk in the Renold Building (no.5 on map). At lunchtime on Monday the UKSG Conference Desk will transfer to a desk inside the exhibition hall in the Renold Building, near the exhibition entrance.

The UKSG Conference Desk can receive calls on +44 (0)161 200 4099 between 09.00 and 17.30. In an emergency, outside these hours, the Conference Centre Reception can be contacted on +44 (0)161 955 8000 24 hours. Faxes can be received at the UKSG Conference Desk on +44 (0)161 200 4098

### **Telephones/Fax/E-mail**

In order to activate the telephone in your accommodation please purchase a phone card from the Weston Reception. Limited access to fax facilities will be provided from the UKSG Desk for which a charge will be made. E-mail facilities are available from the Renold Cyber-Café.

### **Plenary and Concurrent Sessions**

All the plenary sessions and Concurrent Session 1 will be held in the C16 Plenary Theatre. Concurrent Session 2 will take place in the C2 Syndicate Theatre.

### **Workshops and Briefing Sessions**

Workshops and briefing sessions will take place on Monday afternoon at 14.30, on Tuesday afternoon at 14.00 and on Wednesday morning at 10.30. They will all be held in rooms within the Renold Building. Please check the notice boards for the exact locations of the sessions you have selected.

### **Informal Meetings and Receptions**

We are offering a 1-hour session on Tuesday 30 March from 17.00 -18.00 for any organisation to host a meeting or reception. Please sign up on the notice boards on Monday for the session you wish to attend in order to give the hosts an idea of attendance numbers. Please contact Alison Whitehorn if you would like to book a host room.

### **Exhibition**

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

Monday: 10.00-18.00 Tuesday: 09.00-17.00 Wednesday: 09.00-13.00

## **Badges**

Delegates will be provided with badges, which should be worn during the day throughout the conference. Blue spots on badges denote UKSG Committee members, red spots denote speakers and workshop/ briefing session leaders. It would be greatly appreciated if delegates could return their badges to the UKSG Conference Desk before departure.

## **Catering**

For delegates who have booked accommodation on Sunday, there is a dinner, bed and breakfast option, with a buffet dinner being served in the Harwood Room of the Barnes Wallis Building (no.6 on map). This reception starts at 19.30 and food will be served until 21.30.

Breakfasts for all residential delegates will be self-service in Weston Room 1.

All lunches and refreshment breaks will be catered for in the exhibition hall.

Monday night dinner will be served in the Barnes Wallis Restaurant. The Conference Dinner on Tuesday night will be held in the Imperial War Museum North at Salford Quays.

The Rock Café will be available for coffee and snacks on Sunday afternoon and during the conference – times to be advised. Please re-check this website for times.

## **Entertainment**

### **Sunday 28 March**

For early arrivals we have decided this year to remain on campus which will give those arriving during the later part of Sunday the opportunity to join us for this informal gathering. A running buffet will be served from 8pm to 9.30pm in the Harwood Room, with the bar open until 10.30pm.

### **Monday 29 March**

An informal drinks reception on both levels of the exhibition hall in the Renold Building at 18.00 will be followed by dinner in the Barnes Wallis Restaurant at 19.00. (Please note that a limited selection of dinner wines will be available for purchase - **cash only** - at the table.) Entertainment for the evening is based on campus and will kick off after dinner with the ever-popular UKSG quiz. Full details of how to take part will be displayed on the noticeboards. A disco follows until 01.00 with the bar also open until 01.00.

### **Tuesday 30 March**

The Conference Dinner will be held at the Imperial War Museum North, a stunning new building on the Manchester Ship Canal designed by the renowned architect Daniel Libeskind. A drinks reception will be followed by dinner in the Main Exhibition Gallery, with music from the ultimate swing vocalist, Russell Shaun. We will be back on campus shortly after 23.00 and, for those who feel the night is still young, there will be a disco and bar in the Barnes Wallis Restaurant until 01.00.

**Coaches:** UMIST campus to Imperial War Museum North 19.00  
Imperial War Museum North to UMIST campus 22.45

### **UKSG Annual General Meeting**

Delegates from member organisations of the UKSG are encouraged to attend the AGM which will take place at 12.15 on Tuesday 30 March in the C16 Plenary Theatre. Non-members are welcome to attend as observers.

### **UMIST University Library**

The University Librarian has kindly offered delegates access to the Library during their stay on campus. The library is located on E Floor of the main building (no.3 on the map). Please wear your delegate badges when you visit.

### **Other Campus Facilities and Facilities close by:**

Student Association is located on the ground floor of the Barnes Wallis Shop:  
Building – 09.00 to 16.00

Spar Supermarket: Sackville Street (just beyond the railway arches)

NatWest Bank: is located opposite the Security Lodge in Sackville Street.

Cash Machines: There are two 24-hour cash machines in the ground floor of the Barnes Wallis Building which accept a wide variety of cards.

Additionally, Piccadilly Rail Station has a selection of cafés and snack bars, shops and chemist store and is very close by.

Medical Services: Doctor (Monday to Friday) 08.00 – 17.00  
(ground floor Chemical Engineering Building  
In case of emergencies outside these hours, call the Security Lodge on ext. 2444

Nearest chemist – Cameolord, 7 Oxford Street, 7 days, 08.00 – 24.00

tel. 0161 236 1445

Nearest dentist – The Dental Hospital of Manchester, Higher Cambridge Street

tel. 0161 275 6666

Useful Tel. No's: Taxis – Radio Cars - 0161 236 8033  
Mantax – 0161 236 5133  
Goodwins – 0161 881 1819  
National Rail Enquiry Line – 08457 484950  
Manchester Airport – 0161 489 3000  
Rodgers Florists – 0161 881 6321  
Talking Pages – 0800 600 900

**Security and Safety**

Please ensure that you always lock your room, as the University and the UKSG cannot accept responsibility for delegates' personal belongings. Please also read the fire regulation notices in your room.

**Cancellations**

It is recognised that unforeseen circumstances may necessitate a cancellation. Our policy on cancellations is: received by 3 March – full refund; received between 4 and 12 March – 50% refund; received after 12 March – no refund.

**Booking Queries**

If you have any questions about your booking please contact:  
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