

General information

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| Accommodation | Your room will be available from 15:00 on your arrival day. On the day of your departure you are requested to vacate your room by 12:00. The concierge will be happy to store luggage. |
| Breakfast | Breakfast for residential delegates only is served daily between 07:00–10:30 in the restaurant located opposite hotel reception. |
| Gym facility | The hotel has a Livingwell Club in the basement open from 06:30–22:00. Access is complimentary for residential delegates. |
| Badges | All delegates must have their conference badge visible at all times when on-site at the event. Your badge should be collected from the Registration Desk. You can help the environment by recycling your badge at the end of the conference. Boxes will be situated in the venue foyer for you to leave your badge on departure. |
| Catering | Refreshment and lunch breaks will all take place in the Durham. If you have informed us of a dietary requirement, please let a member of the catering team know. |
| Cloakroom/luggage | There will be a unmanned cloakroom near to the Registration Desk. |
| Conference app | You should have already received information about how to download the conference app. If not you can download it at: www.annual2017.com . Please see the Registration Desk if you have any problems. |
| Conference press office | <p>The conference press office is located in Osborne. We also have a media interview room which can be booked through the Communications Team. Please contact us in the press office if you have been asked to do media interviews.</p> <p>We shall be keeping delegates informed about media coverage of research presented at this conference.</p> |
| E-newsletter | Each day of the conference, delegates will receive an e-newsletter updating them on activities and keynote sessions. |
| Fire evacuation | The Assembly Point is the front of hotel, on the pavement. Any guests that would like specific assistance during an evacuation need to make themselves known to hotel staff upon arrival or via the staff at the Registration Desk. |
| First aid | If you fall ill or injure yourself during the conference, please report the incident to the Registration Desk or a member of the venue staff who will call a trained first-aider. In case of serious injury, paramedics will be called. |

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| Messages | Any messages received for delegates or speakers will be posted on the notice board next to the Registration Desk. |
| Mobile phones | We respectfully request that all mobile phones are turned to silent mode whilst you are in any of the conference sessions. |
| Posters | <p>The posters will be displayed in the Durham. All posters have been allocated a date and time for presentation. All poster presenters are asked to stand with their poster during the allocated times to present to their fellow delegates. Posters should be set up on arrival each day for maximum exposure and should then be removed at the end of the day.</p> <p>Wednesday 3 May 15:45–16:25 Thursday 4 May 15:40–16:20 Friday 5 May 11:10–11:45</p> |
| Presenters | Please go to your session room at your earliest convenience (preferably within a break or registration slot) to load your presentation beforehand. There will be an AV technician on hand to help you setting up should you need them. We would also like to take this opportunity to remind you how important it is that your session keeps to time. Please be respectful of your session Chair who will provide an indication of your remaining time. |
| Registration | <p>Registration will be open at the following times in the Entrance Foyer:</p> <p>Wednesday 3 May 08:00–17:30 Thursday 4 May 08:00–17:20 Friday 5 May 08:30–14:00</p> |
| Stewards | If you need help loading a presentation or finding a room please keep an eye for one of our friendly Conference Stewards, they will be wearing purple t-shirts. |
| Taxis | You can order a taxi from Brighton Streamline at 01273 204060. |
| Twitter | You can follow us at @BPSConference using #bpsconf . |
| Wi-Fi | Complimentary Wi-Fi is available throughout the venue for all delegates. Access details will be posted on the notice board. |