



Posture &
Mobility
Group

PMG Conference 2018

Joining Instructions

Thank you for booking a place at the PMG Conference 2018. Please read the information below regarding: travelling to the venue (see 1.0); registration (see 2.0); Travelodge accommodation (if you have booked this – see 3.0); further event and venue information (see 4.0 and 5.0 respectively), GDPR information (see 6.0) as well as a venue map (see 7.0). We hope this information will prove useful, however if you have any further queries, please contact conference@pmguk.co.uk or +44 (0)1392 477710 by Friday 20th July.

1.0 TRAVELLING TO THE VENUE

Manchester Central is located in Manchester's city centre and is easily accessible by road, rail and air. More information is provided below about the different options available; you can also visit the venue website for more details via: www.manchestercentral.co.uk/getting-here.

Venue address: Manchester Central Convention Complex Ltd., Petersfield, Manchester, M2 3GX

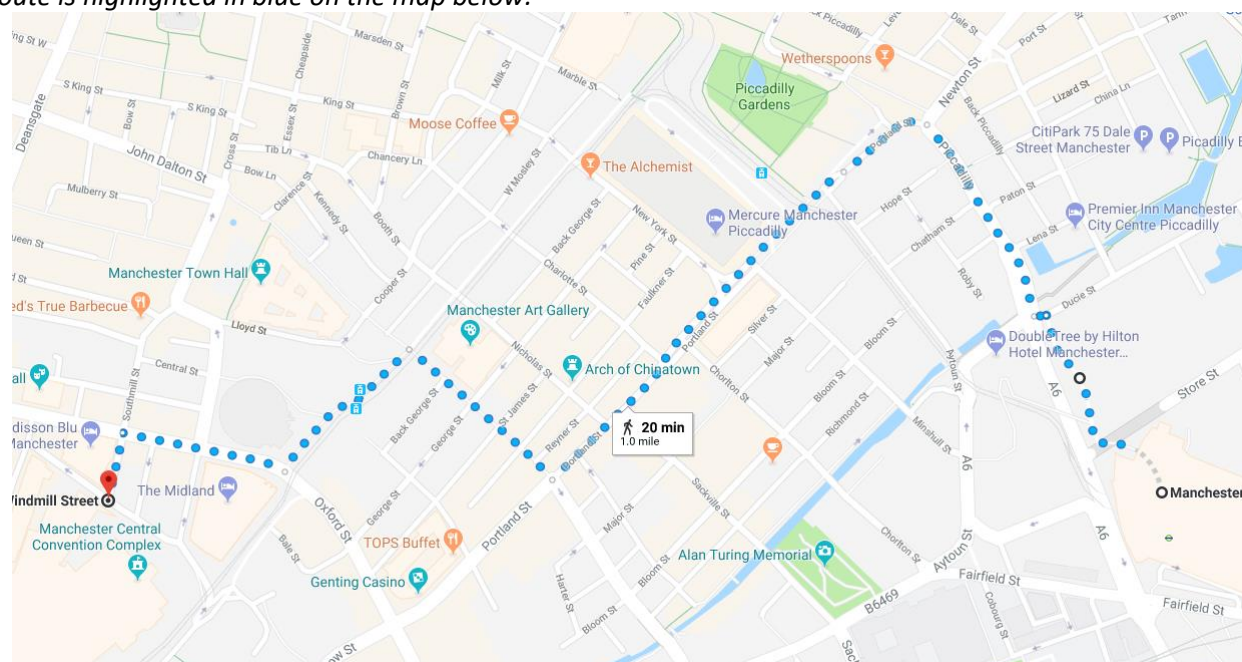
1.1 Travelling by train

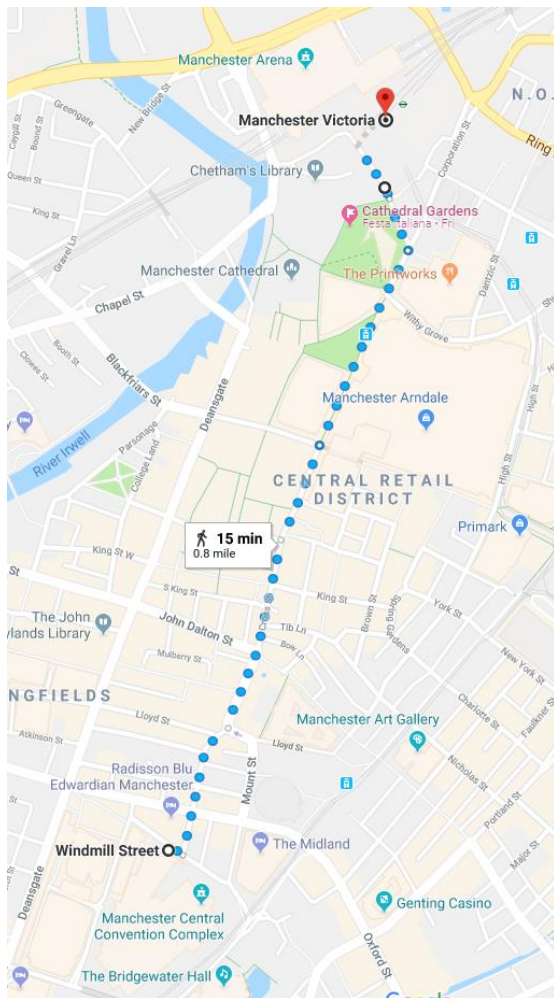
Trains to Manchester run frequently from many parts of the UK. To search for train travel from your location visit: www.nationalrail.co.uk.

There are two major railway stations within 15-20 minutes walking distance of Manchester Central: Manchester Piccadilly will be the station of choice for most, with Manchester Victoria predominantly serving the North of England.

Suggested walking route from Manchester Piccadilly: Use the main exit and walk down the large ramp (Station Approach); at the end of Station Approach, cross Ducie Street, continuing straight ahead onto Piccadilly; take the fourth left onto Portland Street (at the junction with Newton Street); continue along Portland Street, turning right onto Princess Street; continue, until reaching St Peter's Square (be careful of the trams!); heading to your left – pass the big round building, towards the big red building (The Midland Hotel); once here, turn right onto Peter Street and then take the third left into Southmill Street. You will see Manchester Central straight ahead, on Windmill Street. The PMG registration is in the Exchange Lower Foyer, opposite the Steak and Lobster restaurant.

This route is highlighted in blue on the map below:





Suggested walking route from Manchester Victoria: Exiting onto Victoria Station Approach, turn left and continue straight ahead, onto Todd Street; turn right at the end of Todd Street, onto Corporation Street. From here it is almost a straight line to the venue: continue along Corporation Street, straight ahead onto Cross Street and then onto Albert Square; following the road along Albert Square and at the sharp bend, turn right onto Southmill Street; continue along Southmill Street (crossing the junction with Peter Street) until you reach the end of the street. You will see Manchester Central straight ahead, on Windmill Street. The PMG registration is in the Exchange Entrance, opposite the Steak and Lobster restaurant.

This route is highlighted in blue on the map adjacent.

Another option: if you'd prefer not to walk, but don't want to spend on a taxi or tram, the Metroshuttle bus system provides free transport around the city centre. Catch the number 1* from Piccadilly Station or the number 2* from Victoria Station and alight on Peter Street. From Peter Street, walk down Southmill Street. You will see Manchester Central straight ahead, on Windmill Street. The PMG registration is in the Exchange Entrance, opposite the Steak and Lobster restaurant.

There is a handy map of the routes [here](#).

**Metroshuttle 1 operates 7am-7pm, Metroshuttle 2 operates 6:30am-6:30pm; both every ten minutes.*

Alternatively, you can take a Metrolink tram (see map of routes [here](#)) or a black cab from the taxi ranks available at both stations.

1.2 Walking to Manchester Central

Manchester Central is located close to Manchester Central Library/St Peter's Square. If you are walking from somewhere other than the two main train stations, you can download a city map from the [Visit Manchester](#) website, and/or use www.google.co.uk/maps/ or your GPS/smart phone, entering the venue postcode: **M2 3GX**.

1.3 Travelling by bus/coach

Manchester Coach Station is approximately 10 minutes' walk to/from Manchester Central. For more information, or to book a coach, please visit: www.nationalexpress.com.

Coach station address: Chorlton Street, Manchester, M1 3JF.

You can also see the station's location on a map of the public transport system [here](#).

If using local bus services, please visit www.tfgm.com to plan your journey.

1.4 Travelling by air

From Manchester Airport, follow directions to the airport's train station (it's a 5-15 minute walk depending on the terminal you arrive into) to catch a train to Manchester Piccadilly (see 1.1 for directions from there). Trains run every 10 minutes and the journey takes approximately 20 minutes.

Alternatively, take a black cab from one of the airport taxi ranks directly to Manchester Central – ask for the Exchange Entrance on Windmill Street; it should take around 25 minutes.

1.5 Travelling by car

Below are some of the main routes to the venue.

M6 (from south – Stoke-on-Trent, Birmingham): Leave the M6 at junction 19, just after Knutsford Services. Follow the A556 towards Altrincham and pick up the M56 towards Manchester Airport. Follow the motorway onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

M6 (from north – Preston, Blackpool, Carlisle): Leave the M6 at junction 21a for the M62 towards Manchester. At junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.

M62 (from west – Liverpool): At M62 junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.

M62 (from east – Leeds, Yorkshire): At M62 junction 18, join the M60 west-bound. Take junction 17 onto the A56 (Bury New Road) and follow signs to the city centre, and then to Manchester Central, Petersfield.

M56 (from west – North Wales, Chester, Ellesmere Port): Follow the M56 past Manchester Airport. Continue onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

Sat nav postcode: M2 3GX

1.6 Parking

The venue has its own car park (Manchester Central NCP), full details of which are available [here](#). It has a height restriction of 1.98m, and you can pre-book a space; the cost for 24 hours is £24.

Car park address: Manchester Central, Lower Mosley Street, Manchester, **M2 3GX** (also sat nav post code)

Walking from Manchester Central NCP: Follow signs to Manchester Central & Accessible route to City Centre; this will take you to a lobby with escalators and a lift up to the venue. From the top of escalators, follow signs to Exchange Foyer and PMG, turning right out of the doors, follow the path down the ramp to the right; at the bottom of the ramp, turn left onto Windmill Street and continue until you reach the Exchange Lower Foyer on your left (opposite the Steak and Lobster restaurant).

If your vehicle is over 1.98m, the nearest car park is Bridgewater Hall NCP, full details of which are available [here](#). It has no height restriction, and you can pre-book a space; the cost for 24 hours is £16.

Car park address: Bridgewater Hall, Little Peter Street, Manchester, **M15 4PS** (also sat nav post code)

Walking from Bridgewater Hall NCP: On leaving the car park, turn right onto Little Peter Street, then left onto Albion Street; continue straight ahead and onto Lower Mosley Street; follow Lower Mosley Street to the left (watch out for trams!), continuing straight ahead into Windmill Street. The PMG registration is in the Exchange Entrance, to your left opposite the Steak and Lobster restaurant. *Please note: you will walk past the main entrance to Manchester Central on this route, but the PMG Conference is taking place in a different part of the building.*

Accessible parking is available at Manchester Central NCP only; if you require accessible parking for a vehicle over 1.98m please contact conference@pmguk.co.uk as soon as possible so that we can make suitable arrangements.

2.0 REGISTRATION

The PMG registration desks will be located in the Exchange Lower Foyer of Manchester Central which is to the right-hand side of the main venue entrance (as you look at it) and has a separate entrance (see map on 7.0). We will be operating a self-service badging system which means you will receive a code via email from our contractors, Cirdata, prior to the event; you will need to enter this code on one of the touch screen terminals to print off your badge. If you have any problems with this system, such as forgetting your code, there will of course be people available to help you!

Please note: if you are attending the Gala Dinner your name badge will also be your ticket, so please ensure you take your badge with you to the Gala Dinner (you don't have to wear it all night but do keep it safe)!

In the registration area, you will also receive a Welcome Event ticket (if attending), conference bag with the conference book, programme, notepad and pen; plus, if you're attending the conference proceedings you can collect your certificate from this area at any time during the event. There will also be maps available to help you navigate the city!

If you registered as a member of PMG prior to bookings closing on Friday 6th July, you will receive a £15 book voucher to spend at the exhibition book stall; if you registered as a member after this date, or are not registered as a member of PMG, you will not receive a book voucher.

The registration desks are also where you should go if you have any queries or concerns whilst on-site.

The registration desks are open:

Monday 23rd July, 15:00 – 21:00

Tuesday 24th July, 08:00 – 17:00

Wednesday 25th July, 08:00 – 16:00

2.1 Left Luggage & Cloakroom

There is a free cloakroom/left luggage facility available for PMG attendees, provided in the Exchange Lower Foyer. However, please consider whether storing luggage at your hotel may be easier for your onward journey.

3.0 TRAVELODGE ACCOMMODATION

PMG is providing room-only accommodation in two Travelodge hotels within 15 minutes' walk of the venue. If you have booked Delegate Package 1, Delegate Package 2 or Exhibitor Package 1, this information will be relevant to you.

If you booked Delegate Package 1 or Exhibitor Package 1 you will have a room booked for both Monday 23rd and Tuesday 24th July. If you booked Delegate Package 2, you will be allocated a room for Tuesday 24th July only.

Attendees with a relevant package will receive a separate Hotel Allocation email with full directions in due course. Please note: if you provided us with your hotel preference, this should be where you are staying!

3.1 Travelodge Check-in

Check-in starts at 15:00 on the day of your arrival and is available 24-hours a day.

You are welcome to go straight to your Travelodge hotel on arrival into Manchester, and register later (see 2.0), or you can go to registration first if you prefer. Those arriving on the morning of Tuesday 24th July can use the left luggage facility at Manchester Central (see 2.1) and check-in that evening, to avoid missing any of the conference proceedings!

3.2 Travelodge Check-out

You can check-out up until 12:00 (midday) on Wednesday 25th July, although you should be at the event long before!

All room cards must be handed into the reception desk on departure. Any charges to PMG from Travelodge that are caused by attendees not handing in room cards, or damaging their room, will be charged back to the attendee/s.

3.4 Travelodge Room Allocations

Rooms will be allocated by Travelodge on arrival and based on information provided to them by PMG; you will be informed of your room number on checking-in at the hotel. If you arrive with friends/colleagues you can request rooms close to each other, but this cannot be guaranteed.

3.5 Travelodge Facilities

All rooms include tea/coffee making facilities; an en-suite shower room; a double bed (or twin if requested); towels; hand, hair and body wash; a TV and access to Wi-Fi (free for 30-minutes, £3 for 24 hours). Hair dryers and irons are also available on request from reception.

4.0 EVENT INFORMATION

To help you plan your PMG Conference, please view the programme [here](#) and the exhibition floor plan with stand allocations [here](#).

4.1 Exhibition

The PMG exhibition will take place in the **Exchange Hall**, at the end of the Exchange Upper Foyer. It is open:

Tuesday 23rd July, 08:00 – 17:00 & 19:00 – 19:45 (Drinks Reception)

Wednesday 24th July, 08:00 – 14:15

NHS England will be providing some group sessions and 1:1 drop-ins about Personal Wheelchair Budgets from their stand in the exhibition during break times and breakout session slots. To view their programme, click [here](#).

4.2 Conference Proceedings

Plenary Sessions and Free Papers will be presented in the **Exchange Auditorium**, off Exchange Upper Foyer, and the Breakout Sessions will be held in **Exchange Breakout Rooms 1-7 and 11**, plus the Exchange Auditorium. Room allocations for all sessions will be published in the final conference programme, which will be in your conference bag and on your lanyard. Please follow signs to your chosen Breakout Session room and ask venue staff if you need further directions.

4.3 Speed Networking

This will take place on the **Exchange Upper Foyer** on **Monday 23rd July from 15:30 – 17:00**. Details of the topics covered are available [here](#). Light refreshments will be provided during this event.

4.4 Cuban Welcome Event

This year's welcome event is a Cuban night at [Revolución de Cuba](#), a restaurant just 2 minutes' walk from Manchester Central (11 Peter St, M2 5QR).

The event is taking place on **Monday 23rd July, 19:00 – 22:00**. It is free of charge, but tickets/vouchers are required, which are available to collect at PMG registration. Ticket holders are entitled to a free meal and drink at the event. A bar taking cash and card will also be available.

4.5 Breakfast

Breakfast on Tuesday 24th July and Wednesday 25th July will be available for all attendees **from 08:00 to 08.45** within the **exhibition hall**. Even if you have not booked accommodation via PMG, please do help yourself to the breakfast.

4.6 Lunch & Refreshments

Lunch and refreshments will be served within the **exhibition hall** during the break times on **Tuesday 24th July and Wednesday 25th July**; catering points are clearly marked on the Exhibition Floor Plan, a copy of which will be available to view in your conference book, or can be viewed [here](#).

At the end of proceedings, from around **16:30 on Wednesday 25th July**, light refreshments will be served from the **Exchange Upper Foyer**, which you are welcome to take away with you if you are in a rush.

4.7 Drinks Reception & Gala Dinner

The Drinks Reception is taking place on **Tuesday 24th July, 19:00 – 19:45** in the **exhibition hall**, where complimentary drinks will be served. The reception is open to anyone with a PMG name badge; however, there will be a limited number of drinks, so please arrive promptly!

The Gala Dinner will take place in the **Charter Suite**, accessed via the exhibition (or the Charter Foyer if you're late!), on the evening of **Tuesday 24th July** from **20:00**, followed by an after-party/disco, **finishing at 01:00**. The Gala Dinner is for ticket holders only; your name badge is your ticket, so you must bring it with you in order to gain entry!

The dress code is smart casual, and the Conference, Education & Communications Committee kindly request that no jeans or trainers are worn.

4.8 ISWP Training

If you have booked a place on our ISWP training day, this will take place in **Exchange Breakout Room 11** on **Wednesday 25th July, 09:00 – 15:30**. You must complete the online training and test prior to the day; only those who have booked and completed these will be allowed to attend. If you are only attending the event for this training, or need help finding the training room, please report to registration and ask for Ffion. ISWP certificates will be provided to those who attended via email after the event.

5.0 VENUE INFORMATION

Full details of the facilities available at/near the venue, including catering and cash points, will be available in your conference book. However, details of some of the most important information are provided below.

5.1 Internet Access

Free Wi-Fi is available for everyone during the event. Connect to the MCCC network and accept the Terms & Conditions to access it.

5.2 Important Contact Numbers

Manchester Central reception: + 44 (0)161 834 2700

PMG Conference Team: + 44 (0)7929 567730 *(please note: this mobile number is used during events only)*

In the event of any serious problems, or for emergencies, please inform a member of venue staff, giving the exact location of the incident and details of any injuries sustained. They will then contact the relevant people, ensuring that emergency services (if required) are sent to the correct entrance.

For those attending from outside the UK, the emergency number for the fire service, ambulance or police is 999; however, when inside Manchester Central you should go to the venue staff instead, as instructed above.

5.3 Evacuation Procedures

In the event of an emergency evacuation, please follow the instructions of Manchester Central staff. They will direct you to the assembly point and assist anyone with accessibility requirements who may need extra support.

5.4 First Aid

Those requiring first aid should inform a member of venue staff who will contact the onsite first aider.

5.5 Smoking & E-cigs

If you wish to smoke or vape, you may do so outside the Exchange Lower Foyer (where PMG registration is located). During the Gala Dinner, please use the Charter Triangle. Security staff will be able to further advise if you are unsure which areas are designated for smoking.

6.0 GDPR

Your name badge will include a barcode which we will use to control access to different areas of the event (i.e. if you've booked an Exhibition Pass you won't be allowed into the conference proceedings). We also allow exhibitors to purchase scanners which they can use to collect your data (name, email address, job title and organisation).

If you allow an exhibitor to scan your badge, you are giving them permission to contact you with relevant information, so if you don't want to be contacted by exhibitors, only let the door staff scan your badge. If you are happy to be contacted by exhibitors, scanning your badge is just an easy and safe way for them to take your details, and you can always ask to be removed from their mailing list at a later date.

Please note: if you agreed to be on the attendee list, both delegates and exhibitors have access to this list (in a print format only), so other attendees may contact you as a result, but you can always ask them not to.

7.0 VENUE MAP

There will be a map provided within the conference book you receive at registration, however if you would like a larger copy of the map shown below, it is available to download [here](#). The PMG Conference 2018 registration desk will be in the Exchange Lower Foyer, which is in the entrance next to the Exchange Auditorium on the map below.

Site plan

