



Posture &
Mobility
Group

PMG Conference 2019

Joining Instructions

Thank you for booking a place at the PMG Conference 2019. Please read the information below regarding: travelling to the venue (see 1.0); registration (see 2.0); onsite 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 12th July 2019.

1.0 TRAVELLING TO THE VENUE

The International Centre is located in Telford's town 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.theinternationalcentretelford.com/fag/.

Venue address: The International Centre, St Quentin Gate, Telford, Shropshire, TF3 4JH.

1.1 Travelling by rail

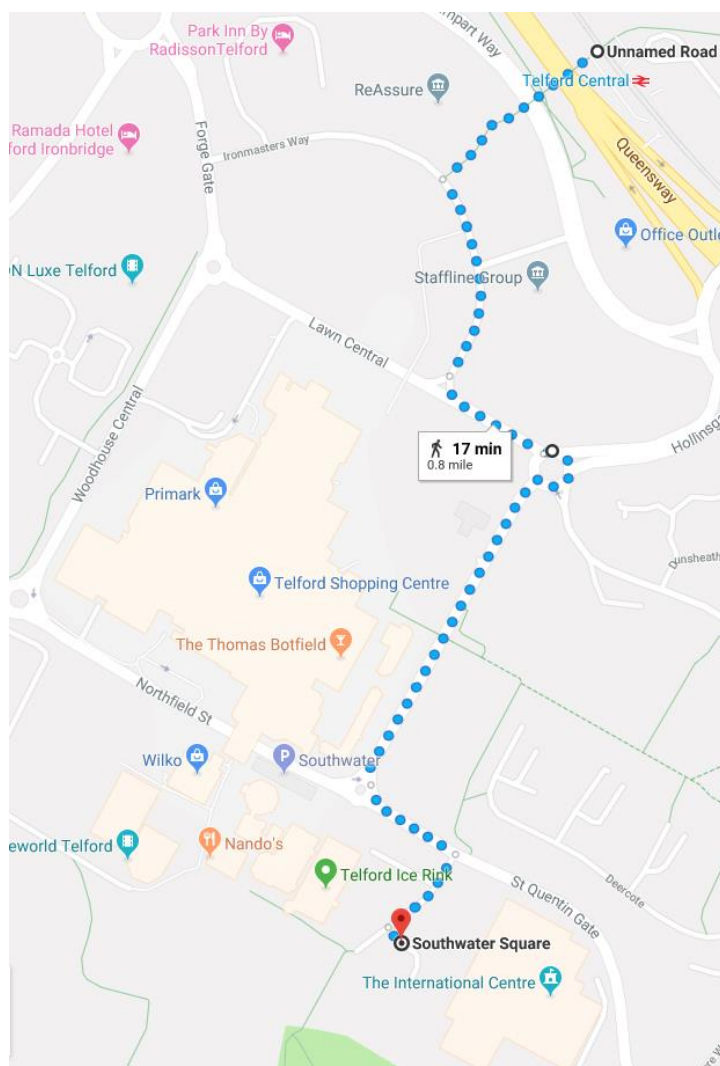
Trains to Telford Central run approximately twice an hour from Birmingham New Street and once an hour from Birmingham International, connecting it to most parts of the country (in Birmingham look for services to Shrewsbury, Holyhead or Aberystwyth & Pwllheli). There are also regular services to/from Wolverhampton, Shrewsbury and north Wales, plus two direct services to/from London Euston per day. To search for train travel from your location visit: www.nationalrail.co.uk.

It is a 15-20minute walk to the venue from Telford Central, or a few minutes in a taxi from the taxi rank (usually less than £5).

Suggested walking route from Telford Central (highlighted on adjacent map)

Use the footbridge when leaving the station and head over the dual carriageway, towards the town centre and The International Centre. The footbridge leads to a short footpath; at the end of this path, turn left onto Ironmasters Way and follow it until you come to the crossroad with Lawn Central. Turn left onto Lawn Central and continue to the roundabout. Walk around the roundabout (crossing at the pedestrian crossings) and take the third exit onto Grange Central. Keep walking straight along Grange Central until you come to the next roundabout. Take the first exit here, onto St Quentin Gate (you should now see the venue ahead!). Cross the road at the first pedestrian crossing and then the next one (towards the venue car park). Turn right, following the path alongside the car park and then turn left into the venue entrance, walking through the car park towards the 'e2' entrance.

On arrival inside the venue, turn left down the walkway and then right into the Hall 3 foyer where you will see the PMG registration desk.



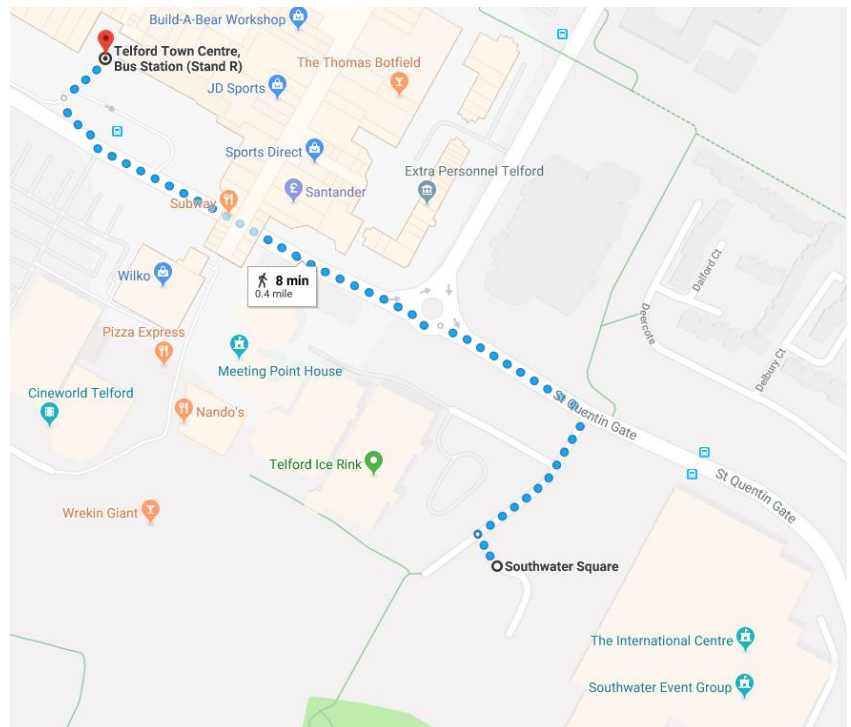
1.2 Travelling by bus/coach

Telford Bus Station is a 5-10 minutes' walk to/from The International Centre. There are direct services from London Victoria and Birmingham. For more information, or to book a coach, please visit: www.nationalexpress.com.

Suggested walking route from Telford Bus Station (highlighted on adjacent map)

Leave the bus station by turning right onto Northfield Street, cross over to the right-hand side of the road when safe and continue along Northfield Street. At the roundabout continue straight ahead onto St Quentin Gate (you should see the venue straight ahead). Cross the road at the pedestrian crossing (towards the venue car park). Turn right, following the path alongside the car park and then turn left into the venue entrance, walking through the car park towards the 'e2' entrance.

On arrival inside the venue, turn left down the walkway and then right into the Hall 3 foyer where you will see the PMG registration desk.



1.3 Travelling by air

The closest, most convenient airport to travel to/from is Birmingham Airport, which is serviced by Birmingham International Station. From the airport, follow signs for 'Resorts World, Trains, NEC', to access the monorail system which takes 2-minutes to reach the train station.

From Birmingham International Station, there are direct trains approximately once an hour to Telford Central (look for trains to Holyhead or Aberystwyth & Pwllheli, via Shrewsbury); it is around a 50-minute journey. Alternatively, catch one of the regular services to Birmingham New Street, where there are services to Telford Central twice an hour (look for trains to Shrewsbury, Holyhead or Aberystwyth & Pwllheli). Once at Telford Central, follow the walking instructions in section 1.1, or hire a taxi from the taxi rank (usually less than £5).

1.4 Travelling by road

Telford is on the M54 but most journeys from north, east or south of Telford will involve travelling on the M6 or M6 Toll (possibly via the M1, M5, M40 or M42) before exiting onto the M54. Those travelling from west of Telford will generally access the M54 via the A5.

Below are some of the main routes to the venue:

M6 Northbound (i.e. from south of Birmingham)

Leave the M6 at J10A to join the M54. Continue west on the M54, leaving at J4. Take the second exit at the first roundabout, onto the A464. Following signs to The International Centre, go straight ahead at the second roundabout (second exit), continuing along the A464. Take the second exit at the third roundabout, onto Queen Elizabeth Avenue. At the fourth and final roundabout, you can either take the second exit (to access the onsite hotels to the left, or loading bay to the right) or, the third exit onto St Quentin Gate (to access the venue car park). If accessing the venue car park, take the first left on St Quentin Gate and then turn left again to enter the venue car park.

M6 Southbound (i.e. from north of Birmingham)

Leave the M6 at J12 and take the third exit at the roundabout to join the A5 westbound. Continue to Gailey Island and, at the roundabout, take the first exit onto the A449 (Stafford Road). Continue to the roundabout, take the third exit towards the M54 westbound and then, at the next roundabout, take the second exit to join the M54 westbound.

Leave the M54 at J4. Take the second exit at the first roundabout, onto the A464. Following signs to The International Centre, go straight ahead at the second roundabout (second exit), continuing along the A464. Take the second exit at the third roundabout, onto Queen Elizabeth Avenue. At the fourth and final roundabout, you can either take the second exit (to access the onsite hotels to the left, or loading bay to the right) or, the third exit onto St Quentin Gate (to access the venue car park). If accessing the venue car park, take the first left on St Quentin Gate and then turn left again to enter the venue car park.

M6 Toll Northbound (i.e. from south or east of Birmingham)

Leave the M6 Toll at junction T8 (A460 exit). Continue along the A460 and, at the roundabout, take the third exit to stay on the A460. At the next roundabout, take the third exit onto the M54 towards Telford.

Leave the M54 at J4. Take the second exit at the first roundabout, onto the A464. Following signs to The International Centre, go straight ahead at the second roundabout (second exit), continuing along the A464. Take the second exit at the third roundabout, onto Queen Elizabeth Avenue. At the fourth and final roundabout you can either take the second exit (to access the onsite hotels to the left, or loading bay to the right) or, the third exit onto St Quentin Gate (to access the venue car park). If accessing the venue car park, take the first left on St Quentin Gate and then turn left again to enter the venue car park.

Please note: there may be more direct/quicker routes depending on where you are travelling from, so we would advise using a sat nav or searching online prior to travelling.

Sat nav postcode for venue car park: TF3 4JH

Sat nav postcode for onsite hotels: TF3 4EH

1.5 Parking

The venue has an onsite car park, with over 1,500 spaces, including accessible bays close to the entrances of the venue. The car park is free of charge for PMG attendees, and there is no height restriction; the driving directions above will take you to the car park.

Sat nav postcode for the venue car park: TF3 4JH

There is also some parking available at the onsite hotels for guests; please see the accommodation section (3.0) for more information if you have booked a package including accommodation.

Please note: the venue car park is closed between 22:00 and 07:00 (pedestrian access only between 22:00 and 00:00). If you're arriving to the venue after 22:00 and are not staying at one of the onsite hotels, or need access to your vehicle overnight, you can park opposite the venue car park, in the chargeable multi-storey. This car park has a height restriction of 1.9m.

Sat nav postcode for multi-storey park: TF3 4EJ

2.0 REGISTRATION

The PMG registration will be located in the Hall 3 Foyer of The International Centre. This can be accessed via Entrance 2; from there, turn left down the walkway and then right into the foyer area.

We are pre-printing badges this year, so you will just need to provide your name on arrival at registration. Your badge will include access codes, so will determine which areas of the event you can access. 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)!

If you registered as a member of PMG prior to bookings closing on Friday 21st June, you will receive a £15 book voucher to spend at the event's Blackwell's 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.

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 when registering. There will also be maps of Telford available should you need one.

Registration is also where you should go if you have any queries or concerns whilst on site.

The registration desks are open:

Monday 15th July, 15:00 – 21:00

Tuesday 16th July, 08:00 – 20:15

Wednesday 17th July, 08:00 – 16:00

2.1 Left Luggage & Cloakroom

There will be a cloakroom/left luggage facility available for PMG attendees, provided under the stairs in the Hall 3 Foyer; it will be open 08:00 – 17:00 on Tuesday 16th and Wednesday 17th July. There will be a charge of £2 per item for using this facility, therefore it might be worth considering storing luggage at your hotel if possible.

3.0 ONSITE ACCOMMODATION

PMG is providing room-only accommodation in the two onsite hotels: The International Hotel and Holiday Inn Telford-Ironbridge; once these have sold out, we will allocate additional rooms in Telford Travelodge, which is less than 5-minutes' walk from the venue. If you booked, or were booked, Delegate Package 1, Delegate Package 2 or Exhibitor Package 1, the following information will be relevant to you.

If you booked, or were booked, Delegate Package 1 or Exhibitor Package 1 you have a room for both Monday 15th and Tuesday 16th July. If you booked, or were booked, Delegate Package 2, you have a room for Tuesday 16th July only.

Attendees with a relevant package were sent a hotel allocation email with further directions on Thursday 4th July. If you did not receive this, please check your spam/junk folder before contacting us via conference@pmguk.co.uk.

3.1 Hotel Check-in

The International Hotel and Holiday Inn check-in starts from 14:00 on your day of arrival. Travelodge check-in starts at 15:00 on the day of your arrival. Check-in is available 24-hours a day at all three hotels.

You are welcome to go straight to your hotel on arrival into Telford, and register for conference later (see 2.0), or you can go to registration first if you prefer. Those arriving on the morning of Tuesday 16th July can use the left luggage facility at The International Centre (see 2.1) and check-in that evening to avoid missing any of the conference proceedings!

3.2 Hotel Check-out

You can check-out up until 12:00 (midday) at the Holiday Inn and Travelodge, and until 11:45 at The International Hotel on Wednesday 17th July.

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

3.3 Hotel Room Allocations

Rooms will be allocated by the hotels 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.

3.4 Hotel Facilities

All rooms include tea/coffee making facilities; an en-suite shower/bath room; a double bed (or twin doubles – please let us know if you would like to share a room with a colleague to save money!); towels; hand, hair and body wash; a TV and access to Wi-Fi (fees may apply). Hair dryers and irons are also provided in the onsite hotels, and are available on request from reception at Travelodge.

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 Hall 3; it is open:

Tuesday 16th July, 08:00 – 17:00 & 19:00 – 19:45 (Drinks Reception)

Wednesday 17th July, 08:00 – 15:00

4.2 Conference Proceedings

Plenary Sessions and Free Papers will be presented in Ironbridge Suite 1 and the Breakout Sessions will be held in the Coalport Suite, Wenlock Suite, plus Ironbridge Suite 1; all are on the first floor. 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 in the Hall 3 Foyer on Monday 15th July from 15:30 – 17:00. Details of the topics covered are available [here](#). Light refreshments will be provided during this event.

4.4 Notte Italiana Welcome Event

This year's welcome event is an Italian night at [Wildwood Kitchen](#), a restaurant just 2-3 minutes' walk from The International Centre (2 Park Avenue, Southwater, Telford, TF3 4BF).

The event is taking place on Monday 15th 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 16th July and Wednesday 17th 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 16th July and Wednesday 17th July; catering points are clearly marked on the Exhibition Floor Plan, a copy of which will be available in your conference book, or can be viewed [here](#).

Towards the end of proceedings, Wednesday 17th July, light refreshments will be served in the Hall 3 Foyer, which you are welcome to take away with you if you are in a rush.

Water will be available in the exhibition during all breaks. Throughout the event there will also be a water fountain available in the 'Refreshment Zone' located in the corridor leading to the Hall 3 Foyer should you have bottles to refill.

4.7 Drinks Reception & Gala Dinner

The Drinks Reception is taking place on Tuesday 16th July, 19:00 – 19:45 in the exhibition hall, where complimentary alcoholic and soft 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 Ludlow Suite on the evening of Tuesday 16th July from 20:00, followed by an after-party/disco (plus a little interactive surprise from Go Kids Go!), 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!

Please note: 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 Ludlow Suite 1 on Monday 15th July, 10:00 – 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. Registration for ISWP training will be open from 09:30, just outside the training room; please use Entrance 1 from the car park to access it.

If you have booked accommodation with your ISWP training, you were sent a hotel allocation email on Thursday 4th July and will be in the same room/hotel throughout the event if you are staying for the conference too.

ISWP certificates will be provided to those who attend, via email after the event, but you will need to complete another test and questionnaire for ISWP post-event.

Important reminder: no food is being provided as part of this training day. Hot drinks and water will be provided however, and the onsite Costa Coffee will be open for purchasing lunch/snacks, or you are welcome to bring your own. Alternatively, there is a shopping centre 5 minutes' walk from the venue where there are many catering options available.

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. Please see the details below for Wi-Fi access:

Username: posturemob

Password: PMG19

5.2 Important Contact Numbers

The International Centre reception: + 44 (0)1952 281 500

PMG Conference Team: + 44 (0)7432 269168 *(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 area.

For those attending from outside the UK, the emergency number for the fire service, ambulance or police is 999; however, when inside venue 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 the venue 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

The International Centre is a non-smoking venue, and this includes the use of e-cigarettes. Those wishing to smoke, should do so in the designated area, which is located by Entrance 2 (E2).

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

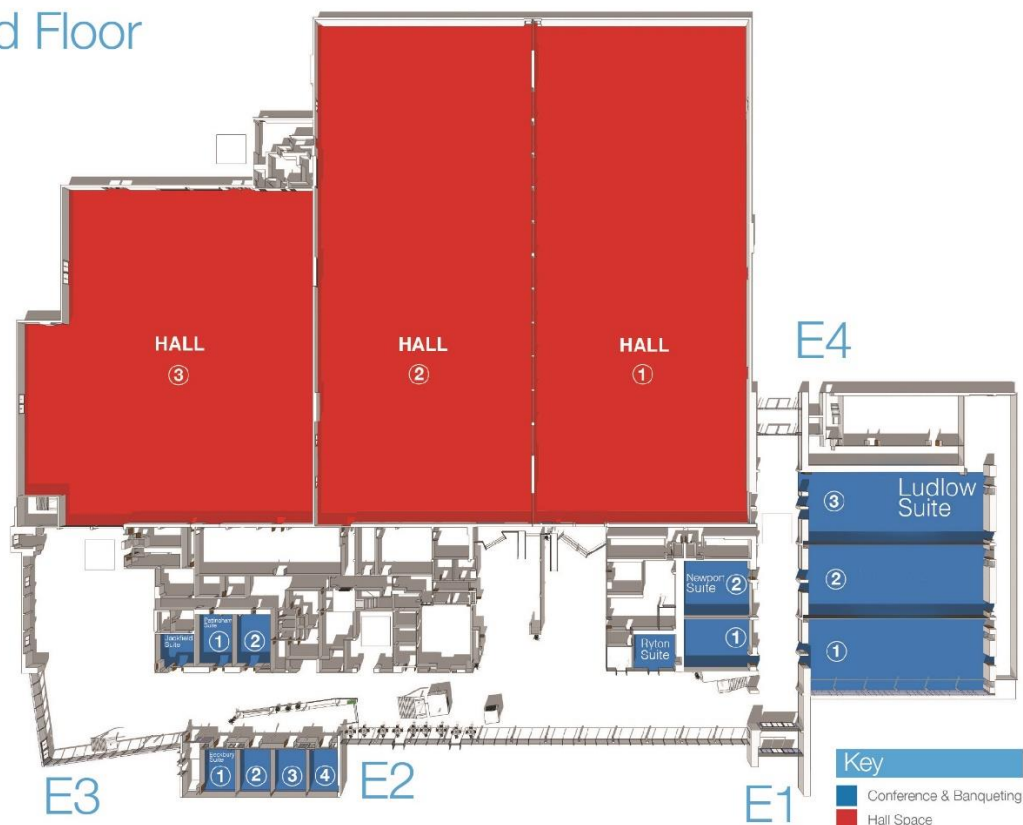
contacted by exhibitors, scanning your badge is just an easy and safe way for them to take your details, and you can always ask to be removed from their mailing list at a later date.

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 plans shown below, a floor plan is available to download [here](#). The PMG Conference 2019 registration desk will be in the Hall3 Foyer, between Hall 3 and E3; the entrance labelled E2 should be used to access the event.

Ground Floor



First Floor

