



PMG2025 Joining Instructions

If you have any queries, please contact lisa.thompson@pmguk.co.uk or +44 (0)7471 459820 before Friday 11 July 2025 or ask at the registration desk whilst at the event.

1.0 THE VENUE

1.1 Venue address

The International Centre, St Quentin Gate, Telford, Shropshire, TF3 4JH

1.2 Directions

The International Centre is located in Telford's town centre and is easily accessible by road, rail and air. More information about Telford and the venue, including directions, can be found here:

www.theinternationalcentretelford.com/fag/ and

www.tictelford.com/wp-content/uploads/2022/07/Telford-Guide.pdf

1.3 Parking

The venue has an onsite car park, with over 1,500 spaces, including disabled bays close to the entrances to the venue. If you require accessible parking, you are advised to use Gate B, car park CP4 and entrance E4. Parking is free of charge for PMG2025 attendees, and there is no height restriction. There is also some parking available at the onsite hotels. A few EV charging points are available to the side of the International Hotel.

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

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 at 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.

2.0 REGISTRATION

The PMG2025 registration area will be located in the Hall 3 Foyer of The International Centre. The Conference Proceedings booklet and Exhibition Catalogue will be available at registration. Delegate bags will also be available.

NB Badges will be printed off via touch screens at the registration desk. Please have your booking reference number, which can be found at the top of your booking confirmation email from Fusion/CircData. Do not share your reference number, as it is unique to you.

Registration Desk and Exhibition Open Times

	Mon 14 July	Tues 15 July	Wed 16 July
Registration Desk Hall 3 Foyer	13:00 – 19:00	08:00 – 19:00	08:00 – 14:30
Exhibition – Hall 3	Welcome Reception 17:00 – 19:00	08:00 – 17:00	08:00 – 14:30
Conference Proceedings	14:00 – 17:00	09:00 – 17:00	09:00 – 13:00



3.0 EVENT INFORMATION

To help you make the most of **PMG2025**, please download the programme in advance [here](#).

3.1 Conference Proceedings

All Conference Proceedings are held on the first floor. Plenary Sessions and Free Papers will be presented in Ironbridge 1. Parallel and Breakout Sessions will be held in the Coalport Suite, Wenlock Suite and Ironbridge Suite. Room allocations for all sessions will be published in the final conference programme, which will be in your Conference Proceedings booklet, but are subject to change.

3.2 Exhibition

The **PMG2025** exhibition in Hall 3 is open from 17:00 – 19:00 on Monday 14 July for a Welcome Reception and between 08:00 – 17:00 on Tuesday 15 July and 08:00 – 14:30 on Wednesday 16 July.

3.3 Welcome Reception

A free Welcome Reception is taking place on Monday 14 July from 17.00 until 19.00 in Hall 3 of the International Centre. Refreshments and snacks will be available.

3.4 Breakfast

Breakfast on Tuesday 15 July and Wednesday 16 July will be available for all attendees from **08:00 to 08.45** within the exhibition in Hall 3.

3.5 Lunch & Refreshments

Lunch and refreshments will be served within the Exhibition Hall during break times on Tuesday 15 July and Wednesday 16 July. Catering points are clearly marked on the Exhibition Floor Plan in the Exhibition Catalogue. Water will be available in the exhibition during all breaks.

3.6 Tuesday Evening Dinner - for ticket holders only

The Tuesday evening dinner will take place in the Ludlow Suite on Tuesday 15 July from 7pm. Dinner is served at 7.45pm. The pay bar will be open from 7pm. There will be an informal after-dinner Quiz.

You MUST bring your registration badge with you to enter - you don't have to wear it all night, but do keep it safe! The dress code is smart casual, and the Conference Committee kindly request that no jeans or trainers are worn.

3.7 Restaurant discounts

PMG has been given a couple of discount codes for you to use either on Monday evening after the Welcome Reception or if your ticket does not include the Tuesday dinner.

Bella Italia Telford

20% off food for anybody who mentions PMG

T&C: Valid for tables up to 6 people. This promotion cannot be accepted in conjunction with any other offer, voucher, set menu or kid's menu. Only valid at Bella Italia Telford. Eat in only.

Willow Telford

20% off food and soft drinks across the days of the conference.

Please use this booking link to activate the discount. <https://sevn.ly/xZVo7HmM>



4.0 VENUE INFORMATION

4.1 Internet Access

Free Wi-Fi is available during the event. Access details are **Username: TICUK**

No password is required

4.2 Important Contact Numbers

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

Lisa Thompson, PMG Manager: **+44 (0) 7471 459820**

4.3 Emergencies and First Aid

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.

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

4.4 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.

4.5 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).

4.6 Cashpoint

TIC is a cash-free venue, and there is no cashpoint in the building. The nearest cashpoint facility is located in Southwater Square, approximately 5 minutes' walk from the conference centre.

4.7 Cloakroom

As there is no cloakroom available for delegates and exhibitors to store personal items such as coats, bags and suitcases you are advised to leave luggage at your hotel or in your vehicle.

