

## DELEGATE/EXHIBITOR JOINING INSTUCTIONS

**PMG National Training Event (NTE) 2013: 10th – 12th July 2013**  
**Exhibition and Conference Centre (ECC), University of the West of England (UWE),**  
**Frenchay Campus, Coldharbour Lane, Bristol, BS34 8QZ.**

**PLEASE READ THIS DOCUMENT BEFORE LEAVING HOME, AND PRINT IT TO BRING WITH YOU. IT WILL HELP FOR YOUR JOURNEY AND ARRIVAL ON SITE**

This document contains important information for everyone attending the PMG National Training Event (NTE), 2013. You are strongly advised to read it carefully, print it, and bring it with you. You may also wish to print this useful [map of the venue](#).

**NB: If you are an exhibitor you will receive additional information shortly regarding set up and break down**

Included in this document are directions to the venue, together with details of:

- Parking
- Registration
- Onsite Accommodation
- Meals
- Exhibition
- Additional Information

### DIRECTIONS:

Please see the following [map](#) plus the '[How to get to Frenchay Campus](#)' section of the university's website, you will require the North Entrance to reach the ECC. We advise you to print any maps and directions to bring with you, as they will prove very useful.

### Sat Nav:

Use the postcode for the ECC only (BS34 8QZ), and not for any other site at the university.

### PARKING:

Complimentary parking is available to delegates – please download the [parking permit](#), print it and bring it with you to display in your car.

Disabled parking spaces are available close to the venue. If you require disabled parking, and haven't yet informed us of this special requirement please let us know beforehand so that we can ensure there are adequate arrangements for all.

### Security:

The car parks are patrolled at night by security staff. However, it is recommended that you do not leave belongings unattended in your vehicle. Items in vehicles are left there at your own risk. There will be left luggage facilities inside the ECC. Please see staff at the registration desk if you need to use these facilities.

### REGISTRATION:

#### Conference Registration Desk, ECC:

To register for the conference, please go to the main entrance of the ECC, and then turn right into the exhibition hall. The registration desk will be to your right as you enter the exhibition hall, as shown on the [Exhibition Floor Plan](#).

#### Registration Times:

Wednesday 10<sup>th</sup> July: 3pm – 8pm

Thursday 11<sup>th</sup> July: 8am – 9.15am

Friday 12<sup>th</sup> July: 8am – 9am

If you miss any of these registration times you should register at the next available opportunity, or contact a staff member/volunteer at the registration desk for advice should it still be open.

**Delegate name badge:**

Your name badge will be in your personal delegate envelope, and the badge holder and lanyard in your delegate bag. **Please assemble your own name badge immediately, and wear it at all times as proof of your registration.**

**Also in this delegate envelope will be:**

- PMG book voucher if you are a member
- Any meal tickets you have booked
- Certificate of attendance

**ONSITE ACCOMMODATION:**

If you have booked B&B onsite you may collect your room key at any time from the pavilion of the accommodation block you are allocated to. We will provide you with this information at the registration desk. However, if you're arriving after 8pm on Wednesday 10<sup>th</sup> July or after 5pm on Thursday 11<sup>th</sup> July, please get in touch before the event so that we can inform you of your room's location.

The accommodation blocks can be some distance from the registration/conference areas and car parks. We therefore recommend that you use appropriate baggage (backpacks or cases with wheels). Should you require assistance moving around the campus, please contact a member of the NTE team.

The onsite accommodation consists of a single bedroom with en suite bathroom, towels/soap/shower gel (please note there are no hairdryers provided). The rooms are arranged in flats of 6 rooms with a communal kitchen with tea and coffee making facilities.

**Checking out:**

Please check out by 10am on the final day of your stay. Bedroom keys should be left at the accommodation block's pavilion reception desk, NOT at the ECC registration desk.

**MEALS:**

The meal tickets you have booked will be provided in your delegate envelope. You will need to bring the correct meal tickets/vouchers with you for all the meals you have booked: the BBQ, Gala Dinner and breakfast. **You will not be served these meals without the relevant ticket.**

**Wednesday evening BBQ, sponsored by James Leckey Design:**

7pm - late on the R Block courtyard

**Breakfast for B&B Delegates:**

7:30am – 9am Thursday and Friday in the ECC building

Please note that conference proceedings commence at 9:30am on Thursday and 9am on Friday.

**Thursday evening Drinks Reception, sponsored by Ottobock:**

6pm – 7:15pm in the ECC building

**Thursday evening Gala Dinner:**

7.30pm – 1am in the ECC building

Please note this event is strictly for ticket holders only. **There will be no admittance without your Gala Dinner ticket.** Dress code is smart casual (no jeans/trainers).

There will also be refreshments and a buffet lunch available in the exhibition hall during the time specified in the [programme](#). You will need to wear your delegate name badge at all times to prove your eligibility for the refreshments and lunch.

**EXHIBITION:**

The NTE exhibition will be in the ECC building. The floor plan and list of companies are included in the Conference Book, and also online via our [Exhibition page](#).

**Exhibition open times:**

Thursday 11<sup>th</sup> July 2013: 8.30am – 5pm

Friday 12<sup>th</sup> July 2013: 8.30am - 2pm

**ADDITIONAL INFORMATION:****Conference Programme:**

A full conference programme will be in your delegate bag. In the meantime view the latest version [online](#).

**Thursday Afternoon Parallel Session Choices:**

A note of your session choices will be displayed on your badge. If you did not specify your choice you may have been allocated PS9 'Exhibition Viewing' for one or both of your sessions.

**Any further information you may require will be provided at the event, however if there is anything you need to discuss beforehand please call 0845 1301 764 between 9am and 5pm Monday to Friday and leave a voicemail if there is no response.**

We look forward to meeting you next week!

Kind regards,

**The PMG NTE Team**

If you need to contact us urgently whilst en route, please call Olwen on 07929567730.