

JOINING INSTRUCTIONS FOR THE PMG 2014 NATIONAL TRAINING EVENT

PMG NATIONAL TRAINING EVENT (NTE) 2014

7TH – 9TH JULY 2014

Motorpoint Arena

Mary Ann Street, Cardiff CF10 2EQ

Below we provide important information for everyone attending the PMG National Training Event (NTE) 2014. You are strongly advised to read it, print it, and bring it with you.

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

- Parking
- Registration
- Social Events
- Meals
- Exhibition

DIRECTIONS

Please find [map and directions here](#): (CIA is the previous name of Motorpoint Arena). We advise you to print any maps and directions to bring with you on your journey.

PARKING

Those of you driving to Cardiff and staying overnight will be parking at or near your hotel/B&B; for day delegates and others, the information below has been provided by the venue regarding car parks closer to Motorpoint Arena.

CAR PARKS

St David Shopping Centre Mary Ann Street Cardiff CF10 2EF Car Valet UK on level 5. Shopmobility service can be found on level P3. The Shopmobility team are contactable on 029 2039 9355. Access to St David's Shopping Centre Car Park after 00:30 is via the Eastside entrance. Type: Pay on Foot, Multi-Storey, Lit, Manned Features: CCTV, Disabled Spaces, Secure, Car Wash Height restrictions: 7' 1" (2.15m) Number of spaces: 2568 (120 disabled) Opening Times & Tariff Mon-Sun 24 hours £ 4.00 / 3 hours £ 5.00 / 4 hours £ 6.00 / 5 hours £ 9.00 / 6 hours £16.00 / 9 hours £18.00 / 24 hours £ 2.00 / overnight in after 17:00 out by 06:00 Adam Street Adam St, Cardiff CF24 2FH Type: Not Covered Features: Disabled Spaces Payments accepted: Coins Number of spaces: 427 (20 disabled) Opening Times & Tariff Mon-Sun 24 hours £ 6.00 / 24 hours	John Lewis Car Park Hayes Bridge Road Cardiff CF10 1EG Car Valet UK on level 5. Type: Pay on Foot, Underground, Lit Features: CCTV, Disabled Spaces, Car Wash Height restrictions: 7' 1" (2.15m) Number of spaces: 550 Opening Times & Tariff Mon-Sun 6:30-0:30 £ 4.00 / 3 hours £ 5.00 / 4 hours £ 6.00 / 5 hours £ 9.00 / 6 hours £16.00 / 9 hours £18.00 / 24 hours £ 2.00 / overnight in after 17:00 out by 06:00 Cardiff Pellett Street Pellett Street Cardiff CF10 4FF Type: Multi-Storey Features: CCTV, Disabled Spaces, Lift Payments accepted: Coins, Notes, Cards Number of spaces: 294 (8 disabled) Opening Times & Tariffs Mon-Sun 24 hours £1.00 / 1 hour £2.00 / 2 hours £3.00 / 3 hours £4.00 / 4 hours £5.00 / 5 hours £6.00 / 24 hours
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LEFT LUGGAGE

There will be a left luggage facility provided by Motorpoint Arena. Charge £2.

REGISTRATION

The conference registration desk is in the main foyer of Motorpoint Arena.

Registration Times:

Monday 7th July: 3pm – 8pm

Tuesday 11th July: 8am – 9am

Friday 12th July: 8am – 9am

Delegate name badge:

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

Also in your delegate envelope will be:

- Gala dinner ticket for those who have booked online
- Certificate of attendance
- AGM voting card for delegates registered as a PMG member when NTE bookings closed on 20th June 2014; please come to the registration desk if you have recently joined PMG/renewed membership and require a voting card.

SOCIAL EVENTS

Monday evening Free Welcome BBQ Party, sponsored by James Leckey Design

7pm – 10pm at Techniquist in Cardiff Bay – ALL WELCOME!

This promises to be an even better start to the conference than last year!

Leckey have hired the Techniquist Science and Discovery Centre in Cardiff Bay <http://www.techniquist.org/>. Doors will open at 7pm and you will be able to make full use of the interactive centre facilities all evening, and enjoy meeting up with old friends and making new ones. James Leckey is generously providing two complimentary drinks for all guests – vouchers will be handed to you on arrival at Techniquist. The BBQ food will be served from 7.30pm.

Cardiff Bay is walkable from the city centre (15 to 20 mins), but we recommend taking a taxi from your accommodation to the party – cab fares from the city centre to Techniquist are around £5 only. For information about public transport options, check the Techniquist website.

Tuesday evening Free Drinks Reception, sponsored by Quantum

6pm – 7:15pm in the Langley's-Novello Suite on Level 2 of Motorpoint Arena – ALL WELCOME!

Quantum are putting on the style with an American themed party. In your conference delegate bag you will find your Quantum invitation to the drinks reception. Make sure you take this with you to gain entry and to exchange at the bar for a complimentary drink generously provided by Quantum - Brooklyn Lager, Boston Pop Martini, or soft drink. There will also be American bar snacks to keep you going before dinner!

Tuesday evening Gala Dinner & Disco - drinks and decorations kindly sponsored by Specialised Orthotic Services

7.30pm – late in the main Motorpoint Arena

Please note that this event is strictly for ticket holders only. **There will be no admittance without a Gala Dinner ticket.**

Dress code is smart casual (no jeans/trainers).

CONFERENCE FOOD & DRINK

Refreshments and buffet lunches are included in the price of your conference attendance, and will be provided in the exhibition hall on both days of the event. Times for these will be in your event programme. You will need to wear your delegate name badge throughout conference days to indicate your eligibility for refreshments and lunch.

ONSITE CAFÉ: for refreshments outside of conference break times you won't need to go off-site. Motorpoint are providing a café bar in the Arena throughout the event, where you can buy hot & cold drinks plus a wide range of savoury and sweet snacks at competitive prices. Look out for the "Catering Point" banner.

EXHIBITION

The NTE exhibition will be in the main arena. The floor plan and list of companies will be in your event programme, which is also available to download from [here](#):

The exhibition is open as follows:

Tuesday 8th July 2014: 8am – 5pm

Wednesday 9th July 2014: 8am - 2pm

If there is anything you need to discuss beforehand, please call 07929 567730. Alternatively email conference@pmguk.co.uk

We look forward to meeting you next week!
PMG NTE Team