

BSPS Conference 2019 – University Hall, Cardiff University, 9-11 September

Information for presenters and participants

Travel and Parking

Travel: The conference will be held at University Hall, which is 2-3 miles from central Cardiff & the railway station. Trains run to Cardiff regularly from London Paddington. A taxi from the rail station to University Hall will cost about £6-£8, depending on traffic. Ask the driver to drop you at the Tower block, which is next to the University Reception building.

There is a bus stop just outside the main reception at University Hall, if taking a bus from the rail station. Please see the link below for the Cardiff bus website, where there is a useful route planner to plan journeys to & from the station. There is also a free app available to download for those using a smart phone or tablet device. Buses 52 and 58 run from Cardiff Central Train Station to University Hall. Please note buses are less regular out of term time, so best to use the online site or download the app for exact information.

<https://www.cardiffbus.com/>
<https://www.cardiffbus.com/app>

If you are coming by car:

From the M4 West

From the M4, exit at Junction 30 Cardiff East (Cardiff Gate Services)
Take the 3rd exit at the roundabout, following signs for A4232, Continue until the next roundabout then take the 2nd exit, signposted Cardiff (E)/ A4232
Take the 2nd exit signposted City Centre/ Llanedeyrn / Pentwyn (A48)
Follow the A48 towards Cardiff for approximately ½ mile
Exit at the junction signposted Cardiff (E)/ Docks/ A4232
Take the 3rd exit on the roundabout signposted for Llanedeyrn
Take the 1st exit at the next roundabout signposted Cyncoed
Continue on Llanedeyrn Road for approx. ¾ mile, until you reach a set of traffic lights
Turn right at the traffic lights onto Cyncoed Road
Take the 3rd turning on the left onto Tŷ Gwyn Road After approximately 200 yards on the right hand side turn onto Birchwood Road

Take the 1st right to enter Conference Centre Car Park

From the M4 East

Exit M4 at Junction 29, (Cardiff East and South) onto the A48(M)

Follow the A48 towards Cardiff for 5 miles and take exit signposted Cardiff (E)/ Docks/ A4232

Take the 3rd exit on the roundabout signposted for Llanedeyrn

Then as for M4 West.

A campus map is attached & can also be accessed on the Conference website.

Parking: Parking on campus is free & no parking permit is required.

Conference facilities

Conference facilities: Conference registration is in the Conference Centre (11 on campus map) from 10.30am on Monday 9 September. The registration desk will be staffed throughout the Conference. Plenary sessions are also in the Conference Centre, where there is a large Conference theatre. All strand sessions, training sessions & workshops are in Birchwood House, which is very close to the Conference Centre (10 on campus map – see also map of ground floor at the end of this briefing).

Tea and coffee breaks & communal space, plus the poster session and reception on the first evening are all in the Conference Centre Exhibition space in the Conference Centre. You are encouraged to make time to look at the posters, which we hope will remain on display throughout the Conference.

AV: all session rooms have screen, computer and data projector. The system uses Microsoft Office 2010. Presenters should bring their presentations on a data stick or similar, and a back-up is always recommended. (Please bring a MAC adaptor if you need one)

Please load your presentation in advance of your session or right at the start of the session. An emergency number will be provided in case of any problems with the equipment, but it's usually a good idea to try booting down and then up again first if problems do occur. IT support will be available on day one, for four hours in the morning on day two, and all morning on day three.

Wireless Network Access: To connect your mobile device:

1. Select 'CU-VISITOR' from your device's list of wireless network services. On some Apple devices, 'CU-VISITOR' may not be listed. You can find the network by selecting 'Other' and entering a search for 'CU-VISITOR'.
2. On connecting, you will be required to state the purpose of your visit, please select 'I'm here for a Conference/School Open Day'
3. You then need to register your contact details including mobile number and enter the Conference ID: 'CONF2019'

4. Once registered, an email or text message will be sent to your mobile device containing your logon username and password.
5. Logon through the webpage.

If you do not have a mobile device, please contact the University reception and a Cardiff University Guest Wi-Fi Coupon will be issued for you to use instead. Should you encounter any problems connecting to the network, please contact IT Service Desk on +44 (0)29 2251 1111.

The full network regulation and terms of use can be viewed at:

<http://www.cardiff.ac.uk/insrv/aboutus/regulations/index.html>

Please keep these details safe as you will be held responsible for any improper internet usage.

Water: Please bring a bottle or reusable cup with you. There are no water coolers on site, but tap water is available from the kitchen off the Conference Centre Exhibition space.

Accommodation

Accommodation and keys: Keys to ensuite & standard rooms are available from the University Hall Reception from 3.00pm on the day of arrival. (Luggage may be stored in one of the rooms in the Conference centre if necessary. Please ask at the Conference registration desk.) Rooms are arranged in flats of 6-8 rooms. Tea & coffee making facilities are provided in bedrooms. There are also the usual kitchen facilities, but cooking utensils are not provided: it is assumed most staying on site will have either booked the evening meal or will plan to go out to eat. The evening dinner is included in the full 48-hour or 24-hour accommodation package but must have been booked separately if you have paid for registration only. It will not be possible to take additional dinner bookings on site, as numbers have to be advised in advance.

Check-in to bedrooms: The University Reception is open from 8.00am until 6.00pm Monday to Friday. Keys are available for collection from 3.00pm. **If you arrive after 6.00pm, or on Sunday, contact Security on +44 (0)29 2087 4444 who will arrange to meet you at the University Hall reception to issue your room keys. In order to collect your keys please quote our booking reference 13536.**

The bed linen provided is a duvet and two pillows. Two towels and a small toiletry pack are also provided. Televisions, radios, alarm clocks, hairdryers and clothes hangers are NOT provided.

If you have booked to arrive on Sunday 8 September. As over 30 participants are arriving early on the Sunday, BPS has arranged a cold buffet, plus drinks, at 8.00pm in the Lounge Bar (S on campus map). There is no extra charge for this. If you are arriving on Sunday, please do come & meet your fellow early arrivals.

Checkout time from bedrooms is **10.00am** on the day of departure. **Please return your room key to University Hall Reception. BSPS will be charged for any keys not returned!** Luggage may be stored in the Conference Centre.

Please refer any unexpected problems with accommodation to the University Reception initially. If any problems still remain, please speak to the Conference administrators at the Conference registration desk.

Strand sessions and programme

Strand sessions are in Birchwood House (10 on campus map & see plan of ground floor at the end of this briefing) & are 90 minutes in duration, with the exception of one session on Wednesday morning which lasts for 2 hours. Presentations will vary in length, depending on the number of presentations in the session, but are most likely to last for 15 or 20 minutes: your strand organiser or chair of session will confirm the length for your presentation before the conference & again at the beginning of the session. Questions will either be at the end of each individual presentation or collectively at the end of the session: the Chair of each session will advise at the start of the session. It is perfectly acceptable for audience members to switch between sessions, although helpful if this can be at the end of individual presentations. Please do NOT log off any session room computers at the end of your session or the end of the day.

Programme and strand sessions: The provisional programme is updated on the BSPS website at:

<http://www.lse.ac.uk/social-policy/research/Research-clusters/british-society-for-population-studies/annual-conference>

The final version will be in the printed programme in conference packs & will include session room details. **There will be no printed book of abstracts this year, unless requested at least one week before the start of Conference.** This is because many of those ordered last year were not collected. **All abstracts are available in PDF format on the Conference website.**

A conference app will be available in advance of the Conference. Details to follow.

Session rooms are on the ground and first floors of Birchwood House, and will be signed as Session room 1, Session room 2 etc. Session rooms 1, 2 & 3 are on the ground floor (Library, SCR & Birchwood respectively) and 4 & 5 are upstairs (Mozart & Verdi).

Tweeting. Delegates are encouraged to tweet during conference. Please tweet @bspsUK using the hashtag #bsps2019. Presenters should make it clear at the start of their presentation if they do not want people to tweet about their findings

Training sessions: Pre-booking for some of these sessions was required: as numbers are limited, please do attend if you have booked. Further information will be sent to those

booked in advance of the conference, including locations. If you did not book in advance and now wish to attend one of the booked sessions, please ask at the Conference registration desk as places may still be available.

Poster session and reception: All Conference participants, whether staying on campus or not, are warmly invited to attend the reception, with wine and nibbles, and poster session on Monday evening at 6.30pm in the Conference Centre. **The reception is kindly sponsored by the Centre for Population Change at the University of Southampton to celebrate their 10th birthday.** Presenters should stand with their poster for the duration of the poster session. Poster boards are A0 size portrait (841 by 1,189 millimetres) (33.1 in × 46.8 in).and each poster will be allocated one side of a board. All boards are portrait orientation. Fixings of Velcro sticky dots will be provided. Please ensure your poster is in place before the start of the poster session at 6.30pm on Monday.

Office for National Statistics (ONS) at the BSPS Conference 2019:

ONS will have two stalls at the conference, located in rooms 2 & 3 off the main communal area in the Conference Centre:

Secure Research Service

Explore how access to secure research data can be granted through the Office for National Statistics flagship Secure Research Service. Learn how we can help with research impact pathways and find out how we can provide specialist statistical support to research projects. Talk to us about our Researcher Accreditation Scheme and find out more about the governance behind providing access to secure research data from multiple suppliers.

Centre for Ageing and Demography

Learn more about our UN Titchfield City Group on Ageing, our Living Longer publication series and the progress we are making towards the Sustainable Development Goals associated with Ageing. We will also be demonstrating our sub-national ageing tool so that you can take a look and feedback. There will be team members available throughout to answer any of your questions.

ONS also have a variety of posters and presentations throughout the BSPS programme which cover; Ageing, Household Projections, Population and Migration Statistics Transformation and lots more! Be sure not to miss out.

The BSPS Annual General Meeting will take place on Tuesday evening at 7.20pm. **BSPS members only please.** Please do attend if you are a member.

Printing, plus hard copies of presentations. You may wish to bring a few hard copies of your presentation with you, to leave out (in the registration area) for anyone who missed

your session or to give to interested participants. Printing facilities on campuses vary and it can be difficult to get copies of presentations printed out for you at the last minute. You are strongly advised to bring these with you. BSPS cannot guarantee to provide print-outs within a specific period of time.

Campus map – see back or website.

Badges: should be worn during the Conference, for security and catering purposes. Please note that anyone without a badge may be turned away from the dining room and bar. Should you lose your badge at any time, the Conference administrators at the Conference registration desk will be happy to supply a replacement.

Meals

Full registration for the Conference, without accommodation, includes Monday and Tuesday lunches and all breaks, but **NOT evening dinner,** which had to be booked separately.

The full accommodation package includes Monday and Tuesday evening dinners, plus Monday and Tuesday night's B&B. (There is no lunch on Wednesday 11th September). All attending are very welcome at the reception and poster session on the first evening. Single day registration for Monday or Tuesday includes lunch and break refreshments in the afternoon on Monday, or both morning and afternoon breaks on Tuesday.

Meals. An English breakfast is included in the rate for the room for overnight delegates, and will be served each morning between 7.30am and 9.00am in the University Dining Room, which is housed in an extension to Birchwood House (10 on campus map & see map at the end of this briefing).

Lunch is a 2 course fork buffet, served on a rolling basis between midday and 1.30pm on Monday and 12.30 pm and 1.30pm on Tuesday. Lunch will be served in the Lounge Bar (S – Social Bar on campus map).

Dinner will be a self-service 2 course meal in the University Dining Room in the Birchwood House extension (10 on campus map & see map at the end of this briefing).

A cash bar for bottles of wine will be available during dinner on both Monday and Tuesday.

The Lounge Bar is open between 9.00pm and 12.30am on both the Monday and Tuesday of the Conference for exclusive use by BSPS Conference participants. There are pool tables & table football. **There will also be the return of the famous BSPS quiz on Tuesday evening at 10.00pm.** Please assemble for 9.45pm.

Dietary requirements, allergies etc. should have been advised on the Conference booking form. **Anyone with special dietary requirements should make themselves known to the catering staff in the dining room: they will advise or supply specially prepared meals.**

Mobility and any other special requirements should also have been advised on the Conference booking form or in a separate attachment, so that appropriate arrangements will have been made in advance with the University.

Queries during the Conference: Any queries or problems that are not related to the accommodation should initially be taken up with the Conference administrator at the Conference registration desk. However, she is also happy to deal with any accommodation problems not resolved with Cardiff. Please report ANY problems with session rooms to her as soon as possible.

BSPS Council members & BSPS staff can be identified by red lanyards.

Additional facilities on the campus

Cash Machine – there are NO cash machines on campus. The nearest is at Wellfield Road, CF24 3NZ which is a 15 minute walk away or 5 minutes by car, where there are many shops and a Lloyds Bank.

Contact details

Emergency contact details: Conference administrator (Anne Shepherd) – 020 7955 7666 until end of the day on Friday 6 September. After that and during Conference: 07908 597983.

Cardiff numbers:

+44 (0)29 2087 4444 (onsite security)

+44 (0)29 2087 4616 Conference Office

Cardiff Reception is located at University Hall, Birchwood Lane, Penylan, Cardiff CF23 5YB.

Telephone: +44 (0)29 2251 0597.

University Hall

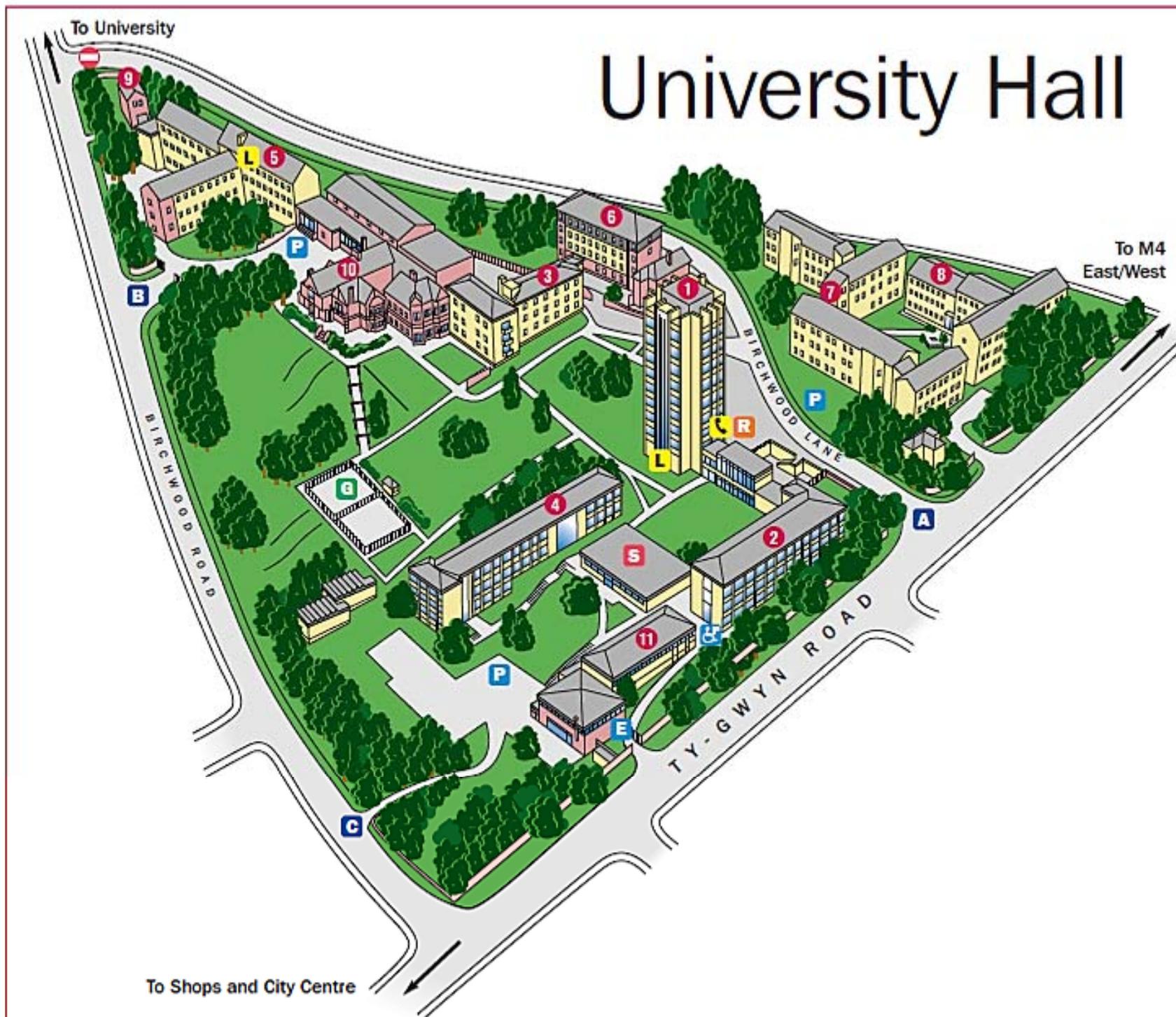
CARDIFF
UNIVERSITY

PRIFYSGOL
CAERDYDD

To M4
East/West

- A** Main Entrance
- B** Birchwood House Entrance
- C** Conference Centre Entrance
- R** Reception
- P** Parking
- &** Disabled Parking
- E** Exhibitor's Loading Bay
- L** Launderette
- G** Multi Use Games Area
- S** Social Lounge
- Residences**
- 1** Tower (ensuite)
- 2** East Wing
- 3** Garden Wing
- 4** Ty Gwyn
- 5** Birchwood
- 6** Coachman's (ensuite)
- 7** Nevern
- 8** Dwyfor (ensuite)
- 9** Warden's House
- Conference Facilities**
- 10** Birchwood House Meeting Rooms
- 11** Conference Centre

To Shops and City Centre



Ground Floor

