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## **Information for participants – British Society for Population Studies Annual Conference 2009 – 9-11 September.**

### **Getting to the University of Sussex**

The University of Sussex is located approximately five miles from the centre of Brighton.

#### ***By Train***

Train services to Brighton from London Victoria run about every half-hour. You might want to check that you are getting a fast train, rather than the one that stops at almost every station. The journey from London to Brighton then takes under an hour.

Falmer station is on the main Brighton to Eastbourne, Hastings and Lewes lines with services running every 15 minutes in both directions during the day. Please note that a return ticket from your point of departure to Brighton should include the extra short journey to Falmer (no need to buy an additional ticket). There is no need to exit through the ticket gates at Brighton station as it should just be a matter of changing platforms. On arrival at Falmer, you will be on the same side as the University of Sussex campus (assuming you are coming from Brighton) – do NOT cross by the bridge, as the campus on the other side is that of the University of Brighton.. The pedestrian exit from the station is on level ground and a footpath leads downhill to the underpass with a gentle uphill walk to the University main entrance on the other side. Here there is a bus stop from which buses depart to Brighthelm with stops at Sussex House, Pevensey 1, Engineering 1 and Bramber House, free of charge. Alternatively you may prefer to walk through the campus to the residential accommodation or the conference registration area. All BSPS accommodation will be in Lewes Court, which is no. 1 on the campus map. Walking from the station to Lewes Court is a gentle 15 minute stroll.

Journeys from Falmer station to Lewes are approximately five minutes and to Brighton are approximately ten minutes.

#### ***By Taxi***

If you have luggage you may prefer to take a taxi from Brighton, Lewes or Falmer Station – and be taken directly to the building of your choice. There is no taxi service at Falmer station. Local taxi firms include Brighton Streamline (01273 747 474), Southern Taxis (01273 205 205), and Lewes Taxis (01273 483 232). From central Brighton or Lewes, a taxi will take approximately 20 minutes and cost around £12.

### ***By Bus***

Services 25, 25A, 25B and 25C run from central Brighton, stopping at the campus entrance by Falmer House, Sussex House, twice on the North South Road, Bramber House and Brighthelm Porter's Lodge, then Swanborough, Boiler House Hill outside the Mantell Building and finally on the Eastern Ring Road before leaving campus. Services are every 10-15 minutes Monday to Saturday daytime and every 30 minutes in the evenings up to 23:00 hours. An hourly service follows the same route on Sundays.

### ***By Air***

From **Gatwick Airport**, take the train or bus to Brighton. Change at Brighton for either the train, bus or a taxi to the University as detailed above.

From **Heathrow Airport**, take the train or bus to Brighton. Change at Brighton for either the train, bus or a taxi to the University as detailed above.

From **Stansted Airport**, take the train or bus to Brighton. Change at Brighton for either the train, bus or a taxi to the University as detailed above.

### ***By Car***

If arriving from the east (Lewes) take the Falmer exit and turn right at the mini-roundabout, go over the bridge, and straight over at the roundabout on the other side into the University's one-way system. This will lead you left and down around the Southern Ring Road, until you reach North-South Road; carry straight on between and under the buildings until you reach Boiler House Hill; turn left here into Arts Road. Turn right along Refectory Road for the accommodation and Bramber House.

If arriving from the west (Brighton) you have two options; if you can get into the left-hand lane preceding the Falmer House entrance early enough, it is possible to take the In-Only single track main entrance (the bus route) and fork right, and then left, into North-South Road. Otherwise, go up the slip-road (uphill) marked Rottingdean Falmer B2123, and turn left at the roundabout into the University's one-way system as above. If you miss the slip-road, you will need to go a couple of miles further towards Lewes until you reach the Kingston roundabout with traffic lights, where you will be able to start back on the A27 towards Brighton.

**Parking on campus: Car parking permits are required, but these are free and available on request from the Conference administrator – in advance or at the registration desk.** Permits are valid for the duration of the conference and will allow you to park in any car park on campus: they should be displayed on your windscreen. Car parks are marked on the campus map on the BPS website.

### ***Accommodation***

During the conference, accommodation will be in **Lewes Court** (1 on campus map) located at the northern end of campus. On reaching the access road to car park P9, go past the first block of residences (built of multi-coloured bricks), and look for the first of two further blocks built of plain bricks with grey window frames. There is a paved courtyard in front with a distinctive curved-roof cycle shed, and the entrance to Reception is in the left-hand corner of this courtyard. Keys may be collected here between 11.00am and 5.30pm on the first day of the Conference, or after this time from 24-Hour Reception in York House,

located near Bramber House. Your conference package (if staying on campus) includes bed and full English breakfast.

You can check in to your accommodation any time from 11.00am on the first day of the Conference, or from 3.00pm if you have arranged to arrive on the previous day. If arriving on Thursday 10 September, you may check in at any time after 9.30am. Should you arrive after 5.30pm on any day, you will need to go to York House 24-Hour Reception (9 on campus map) to collect your key.

Please check out of your bedroom by 09:00 hours on the day you are leaving. Luggage storage will be available at the Conference registration desk in the foyer of the Arts C Building (18 on the campus map) – please see the Conference administrator.

Mobile phone reception in the accommodation can be ‘patchy’ depending on your provider. Every bedroom has a Keycom telephone which can be activated to make/receive external calls by registering your credit or debit card with Keycom. Further details on how to use the phone are available from your accommodation reception.

**Tea & coffee making facilities** are provided for those staying on campus in the kitchen area of the block of rooms in which you are staying. Please feel free to use these kitchens and facilities.

### Conference Registration & Sessions

Registration for the conference will be located in the foyer of the Arts C building (18) and is open from 11.00am on Wednesday 9 September until the end of the reception and poster session. On Thursday, registration will be open from 9.00am until 6.00pm, and from 9.00am until the close of the Conference on the Friday.

If you arrive once registration has closed, please collect your keys as described above and register first thing the next day. In case of any difficulties, please phone the Conference administrator – contact details at the end of this document. She will also be available for most of the day during the Conference in the foyer of Arts C.

Conference plenary and some break-out sessions will be taking place in Arts Lecture Theatre A1 (22 on campus map). Breakout sessions will also be held in rooms RB1, RB12, RB24 and RB22 in the Russell Building (14 on campus map). All session room numbers will be marked on the final programme which will be in Conference packs at registration.

Coffee & tea breaks will be in the foyer of the Arts C building, as will the reception and poster session on Wednesday evening, and the **BSPS AGM** (members only) on Thursday evening before dinner. Breakfast, lunch and dinner will all be served in the Downs Restaurant on the first floor of Bramber House (12 on campus map): a lift is available from the ground floor. **Please note that badges should be worn at all mealtimes to enable staff to identify you as a participant in the BSPS Conference.** (This does not apply to those arriving early, who will find a ticket for breakfast on the Wednesday morning waiting for them in their room on arrival.) **If you are not wearing a badge, you may be refused service** (although the Conference administrator will intervene on request). If you lose your badge, please ask for a replacement at the Conference registration desk.

## **Reception & poster session – Wednesday 9 September 6.30pm.**

All Conference participants, whether staying on campus or not, are warmly invited to attend the wine reception & poster session on the evening of Wednesday 9 September.

## **Signposting.**

It is anticipated that all Conference session rooms will be signposted on campus. The general signposting on campus is pretty good, in terms of directions to specific buildings.

## **General computer use and personal laptops.**

Room RB14 in the Russell Building has two computers available, which have been earmarked for use exclusively by Conference participants. Log-on instructions will be available by these computers. It would be much appreciated if users would be sensitive to the needs of others and not hog them unduly! Room RB14 can also be used by Conference participants as a communal area or quiet space if so desired.

**If you are bringing a laptop with you, wired internet access only is available in the bedrooms in Lewes Court, so you will need to bring a cat5 or Ethernet cable as well.**

You may need to reconfigure your laptop but a leaflet with instructions will be provided in bedrooms. There is no charge for internet access in bedrooms. If you require any further technical help, this can be given by the IT Department, which will be found in the Engineering Building and which is open from 9.00am – 5.00pm (24 on campus map).

Wireless access is available at various hotspots on campus, including the Arts C building, the East Slope Bar, and the Russell Building. **Please note, however, that the MAC (media access controller) address of your computer will need to be registered in advance with the University if you require wireless access on campus.** Please contact the Conference administrator at [pic@lse.ac.uk](mailto:pic@lse.ac.uk) at least 3 days before the start of Conference. The University of Sussex is part of JANET, for the academics among you.

## **Information for presenters:**

A laptop or fixed computer will be provided in all session rooms. Please bring your presentation on CD or memory stick and load immediately before your session. A back-up copy is always recommended. After the Conference, BSPS would like to make as many presentations as possible available on the BSPS website, at the presenter's discretion. These will be flagged as copyright the authors, to whom any request to reproduce should be made, and can be removed at any time on request. Please email presentations and papers for the website to [pic@lse.ac.uk](mailto:pic@lse.ac.uk).

Please do not close down any session room computers at the end of your session as this is the most common cause of AV problems. Just log off and leave the computer running.

Participants also often ask for copies of presentations at the Conference itself. You may, therefore, like to bring about 20 hard copies of your presentation with you for general distribution. Spare copies would be welcomed at the registration desk for display.

Most sessions last for 90 minutes with 3 presentations per session: you should expect to speak for 20 minutes and take 10 minutes for questions and discussion. In a few instances, there are 4 presentations in a 90 minute session, so the time for each presenter will be a little less. Please contact your strand organiser if you are in any doubt.

**Posters:** Poster boards are 2m x 1m portrait (display area) and fixings will be provided. Please arrange to display your poster at any time in advance of the poster session on the Wednesday evening. Posters may remain on display for the duration of the Conference, at the presenter's discretion. Presenters will be expected to stand with their posters for the duration of the poster session on Wednesday evening. The poster competition will be judged at this time.

**Mobility and special diets:** It is possible to access all areas of the campus without using any stairs, either by using lifts or by taking a level-access route. The administrator will be happy to advise on the latter, or please ask her if you require further assistance. Anyone who has advised mobility problems will be given a ground-floor bedroom. If you have any special dietary requirements, which should have been notified in advance on your booking form, you should identify yourself to the catering staff, who will have been briefed as to what has been provided for you.

### **Social events \* social evening 10 September.**

It is proposed to gather in the East Slope Bar in the evenings (4 on campus map). On Thursday evening, 10 September, for the first time ever, BSPS will be running a pub-quiz style event in the East Slope Bar from approximately 9:30 pm. As well as the usual pub-quiz-type questions we will be throwing in a few twists. Teams of up to six will be able to compete for a small prize and the soon-to-be coveted title of BSPS Quiz Champions. We'll help to put teams together on the night. So please come and join the fun free of charge (other than buying that pint for the quizmaster, Jonathan Swan, as a sly bribe)

The Marble Bar adjoining the Downs Restaurant will also be open in the evening during dinner for the purchase of wine or other drinks. This bar will also be open from 7.00pm on Thursday 10 September, for those not attending the BSPS AGM.

### **Useful Telephone Numbers during the Conference**

During the conference, the following telephone numbers may be helpful:

Conference Organiser: Anne Shepherd – until lunchtime on Tuesday 8 September – 020 7955 7666 or [pic@lse.ac.uk](mailto:pic@lse.ac.uk). From the afternoon of 8 September and throughout the Conference – 07908 597983.

University of Sussex Conference Services: 01273 678678 (choose option 2)

24-Hour Reception: 01273 678323

24-Hour Security (in event of an emergency): 01273 873333 (x3333 if from an internal phone)

For further details about the conference, please contact:

BSPS Secretariat – 020 7955 7666 – [pic@lse.ac.uk](mailto:pic@lse.ac.uk) – [www.bsps.org.uk](http://www.bsps.org.uk)