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BSPS Conference 2012 – the University of Nottingham (Jubilee campus), 10-12 September 2012

Information for presenters and all participants

Accommodation is in Newark Hall, which is a very short distance from the facilities BSPS will be using for the Conference itself. Newark Hall has small sitting rooms with comfortable seating and TVs throughout the building which Conference participants are welcome to use. There is also a small computer room which delegates are also welcome to use. Details about access to the internet for those bringing their own laptops, or those who wish to use the communal room, are provided on information sheets in bedrooms. Access is free of charge. If you do bring a laptop, please note you will also need an Ethernet cable. If you are not staying on site and need internet access, please speak to the BSPS Conference administrator at the registration desk.

Check-in to bedrooms is from 3.00pm on the day of arrival and room keys should be picked up from the reception desk on the ground floor of Newark Hall, NOT from the Conference registration desk. Luggage may be stored at Newark Hall reception if arriving before check-in time. (It is possible access will be available earlier, but it is not possible to confirm this at the moment.) The Newark Hall reception desk is staffed from 8.00am to midnight daily. If arriving outside these hours, please contact University security on the internal phone at the entrance to Newark Hall by dialling **13013**. Please check out of your room by 10.00am on the day of departure. Again, luggage may be left at the Newark Hall reception desk.

The accommodation packages include all meals from lunch on Monday 10 September, to the close of Conference before lunch on Wednesday 12 September (ie no lunch on Wednesday 12 September), plus refreshments at morning and afternoon breaks. All attending are very welcome at the reception and poster session on the first evening. Registration **ONLY**, includes refreshments at breaks, but not meals. Single day registration includes lunch and both that day's breaks.

If you have booked to arrive on Sunday 9 September, please arrive after 3.00pm. Please note that no evening meal is provided on the Sunday evening and there will be **no eating places open on campus**. You will either need to eat before you arrive or take the frequent bus service into Nottingham. Bus stop conveniently by Newark Hall.

The bar at Newark Hall, which is through the reception area on the ground floor, will be open on both Monday and Tuesday evenings from 6.00pm until midnight and has

comfortable seating, pool table and table football. BSPS plans to use the bar as a communal meeting place in the evenings.

All rooms are ensuite and include shower, toilet, washbasin, 13-amp socket, shaver point, and towels. Tea and coffee making facilities are provided in bedrooms.

Please refer any unexpected problems with accommodation to Newark Hall reception initially. If any problems still remain, please speak to the Conference administrator at the Conference registration desk.

Conference facilities: Conference registration is in the foyer of the Exchange Building from 10.30am on Monday 10 September. The registration desk will be staffed throughout the Conference. Plenary sessions & some breakout sessions are in Lecture Theatre 2 in this building, ie the Exchange Building, on the second floor (lift access).

Tea and coffee breaks, plus the poster session and reception on the first evening, are also in the Exchange Building foyer.

Strand sessions: all four session rooms are in the Dearing Building on the first floor (lift access). These rooms will be signposted and designated Session Room 1, Session Room 2 etc, with this information on the door of each room. Some sessions will be in Lecture Theatre 2 on the second floor of the Exchange Building. The fringe session on Monday evening, plus the BSPS AGM, are also in Lecture Theatre 2.

Additional room: Session room 5, on the second floor of the Dearing Building, will be used only for the training session. However, it will remain available throughout the Conference and could be used as an alternative session room in the event of major problems with another room. It is intended that this room could also be used for informal meetings etc, but please check availability first with the Conference administrator.

AV: all session rooms have screen, computer and data projector. The in-house system uses Microsoft Office 2010. Presenters should bring their presentations on a data stick or similar, and a back-up is always recommended. 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!

Strand sessions are 90 minutes in duration. Presentations will vary in length, depending on whether three or four are included in the session, but are most likely to last for 15 or 20 minutes. 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: The provisional programme is updated on the BSPS website at www.bsps.org.uk and the final version will be in the printed programme in conference packs: this also includes abstracts. This final version will include room numbers for all strand sessions plus timings of all sessions.

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.**

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 foyer of the Exchange Building. Presenters should stand with their poster for the duration of the poster session. It is anticipated that posters will remain on display throughout the Conference, as they will be in a communal area, but it may not be possible to display every poster all the time (to allow more space for mingling). Poster boards are 7ft tall by 3ft wide (display area) and each poster will be allocated one side of a board. Fixings will be provided. Please ensure your poster is in place before the start of the poster session at 6.30pm on Monday.

BSPS Annual General Meeting will take place on Tuesday evening at 7.00pm. BSPS members only please.

Internet access is available throughout the campus. Please note that for bedroom internet access, you will need to bring an Ethernet cable with your laptop. See under 'accommodation' for internet access details. We are advised that there are wi-fi hotspots in the Exchange Building foyer, the bar in the Hall of Residence, and all public areas such as bar lounges and the Atrium dining room.

IT support on campus. There is NO available IT support except for session room equipment or problems with access from rooms. BSPS cannot provide assistance for wireless connection problems. We are advised that campus support is for Nottingham staff and students only.

Campus maps and directions are available at:

<http://www.nottingham.ac.uk/sharedresources/documents/mapjubileecampus.pdf>

and

<http://www.nottingham.ac.uk/about/visitorinformation/mapsanddirections/jubileecampus.aspx>

Travel. Please see travel information here:

<http://www.nottingham.ac.uk/about/visitorinformation/mapsanddirections/jubileecampus.aspx>

Cabs are available at the railway station: please specify that you are going to the Jubilee campus. A cab should cost about £8. NB: bus service – there are no direct buses from the train station to the Jubilee campus. You will need to take a bus from the station into the city centre and then catch either a 2, L12, 28, 30 or L53. See:

<http://www.nottingham.ac.uk/about/visitorinformation/busservices.aspx>

There is a convenient bus stop to alight by Newark Hall.

Meals. All meals will be in the Atrium Dining Room (ground floor). See:

<http://www.nottingham.ac.uk/sharedresources/documents/mapjubileecampus.pdf>

A cash bar for bottles of wine will be available during dinner.

Breakfast is from 7.30am to 9.00am. All meals are self-service.

Parking is free, but you **MUST** obtain a parking voucher from the Newark Hall reception desk on arrival. If you are attending for a single day, this also applies: collect a parking voucher from Newark Hall reception, NOT the Conference registration desk. Please see the parking map on the Conference website in the menu on the left for detailed parking information. NB: you **MUST** park in an orange zone.

<http://www2.lse.ac.uk/socialPolicy/BSPS/annualConference/2012/Home.aspx>

If all orange parking spaces are full, please ask advice of Newark Hall reception desk.

Badges: must 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 administrator at the Conference registration desk will be happy to supply a replacement.

Dietary requirements, allergies 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, who will advise or supply specially prepared meals.

Mobility and any other special requirements should also have 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 Newark Hall reception. Please report ANY problems with session rooms to her as soon as possible.

BSPS Council members can be identified by **red badge-holders**.

Emergency BSPS contact details: Conference administrator (Anne Shepherd) – 020 7955 7666 until end of the day on Friday 7 September. Thereafter, 07908 597983.

Emergency Nottingham contact details: University of Nottingham Conference office mobile during working hours: 07884 318971. Emergency number outside working hours: University Security – 0115 951 3013.