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## **BSPS Conference 2013 – the University of Swansea, 9-11 September 2013**

### **Information for presenters and all participants**

**Accommodation** is in one of the Halls of Residence, which you will find grouped together at the top of the campus map posted to the Conference website. You may find it useful to print out this map and bring it with you. All Halls are a very short walk from the other Conference facilities.

Check-in to bedrooms is from 2.00pm on the day of arrival and room keys should be picked up from the reception desk on the ground floor of Preseli Hall, NOT from the Conference registration desk. Luggage may be stored at Preseli Hall reception if arriving before check-in time, or at Conference registration in the Taliesin Arts Building (No. 32 on campus map). (It is possible access will be available earlier, but it is not possible to confirm this at the moment.) The Preseli Hall reception desk is staffed 24 hours.

The accommodation packages include all meals from lunch on Monday 9 September to the close of Conference before lunch on Wednesday 11 September (i.e. no lunch on Wednesday 11 September), plus refreshments at morning and afternoon breaks. All those attending will be very welcome at the reception and poster session on the first evening. Paying registration ONLY entitles you to 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 8 September, please arrive after 2.00pm. 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 Swansea. Bus stop outside Fulton House – no. 17 on campus map.

If you are arriving on the Sunday, the bar on campus will be open (first floor, Fulton House) or you may well find BSPS delegates in the The Rhyddings pub, a 10 minute walk from campus (which serves meals until about 8.00pm):

<http://www.barcrawl.co.uk/pubreview.aspx?PubID=7063>

The bar in Fulton House, which is above the first-floor dining hall (lift access to all floors), will be open on both Monday and Tuesday evenings from 6.30pm until midnight and has comfortable seating. BSPS plans to use the bar as a communal meeting place in the evenings.

All ensuite rooms include single bed, 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 the Hall of Residence 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 Taliesin Arts Building (32 on campus map) from 10.30am on Monday 9 September. The registration desk will be staffed throughout the Conference. Plenary sessions & all strand sessions are in the Faraday Building (8.1 on campus map) and are all on the ground floor in adjoining rooms.

**Tea and coffee breaks & communal space,** plus the poster session and reception on the first evening, are all in the Taliesin Arts Centre. The poster session and reception will be on the ground floor of the Taliesin Arts Centre. This year, there will be over 50 posters in display and you are encouraged to make time to see them. All other breaks will be in the gallery area of the Taliesin Arts Centre, on the first floor. This gallery has plentiful seating and will also be used as a communal space at any time during the Conference day.

**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 (4000 internally) 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! IT support is available from 8.00am to 6.00pm by ringing the internal 4000 number.

**Strand sessions** are 90 minutes in duration, with the exception of one session on Tuesday afternoon which lasts for 2 hours. 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: your strand organiser or chair of session will confirm the length for your presentation well before conference. 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 [www.bsps.org.uk](http://www.bsps.org.uk)

or

<http://www.lse.ac.uk/socialPolicy/BSPS/annualConference/2013-Conference---Swansea/2013-Conference---Swansea.aspx>

and the final version will be in the printed programme in conference packs: the printed programme also includes abstracts and room numbers for all strand sessions plus timings of all sessions (in the timetable near the front). The session rooms in the Faraday Building will be designated Session Room 1 etc and will have session room no. on the door. Plenary sessions and some strand sessions will be in the Lecture Theatre on the ground floor of Fulton Hall, immediately adjacent to the session rooms.

**Additional room:** The training sessions on Tuesday only will be in the computer suite in the Library, which will be signposted.

**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 Taliesin Arts Building – ground floor. 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. Poster boards are A0 size (841 by 1,189 millimetres) (33.1 in × 46.8 in), and each poster will be allocated one side of a board. Portrait or landscape orientations are possible, as long as these are advised by 14 August at the latest to the poster strand organiser. 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.** Wireless access is available in all bedrooms: you will need to fill out a wifi access form, available from the Hall of Residence reception if arriving on Sunday or from Conference registration if arriving from Monday. This will give access details plus user name and password. There is no charge for this. Plug-in access is also available in bedrooms, but you will need to bring an Ethernet cable.

**IT support on campus.** By ringing 4000 from an internal phone between 8.00am and 6.00pm. The BSPS Conference administrator is not a technical expert and is unlikely to be able to answer technical queries. If you plan to use Eduroam, please ensure your laptop is appropriately set up before the Conference.

**Campus map** – see Conference website for PDF.

**Travel:** Please see travel information here:

<http://www.swansea.ac.uk/the-university/location/directions/>

Cabs are available at the railway station and should cost about £7 to the University campus. The no. 4 bus (Metro, purple and bendy) runs approximately every 12 minutes from the Railway Station to the campus, calling at The Quadrant en route, which is where you are likely to arrive if coming by coach.

**Meals.** All meals including breakfast will be in the first-floor Fulton House Dining Room.

A cash bar for bottles of wine will be available during dinner on both Monday and Tuesday. Monday dinner will be self-service. Tuesday dinner will be waiter-served. Lunches will be buffet-style.

Breakfast is from 7.30am to 9.00am. Breakfast and lunch are self-service.

**Parking** is free to those staying on campus **ONLY**. However, you **MUST** obtain a parking voucher from the reception desk of the Hall of Residence – this will entitle you to free parking for the duration of the Conference and the ticket should be displayed on the car's windscreen. If you are attending for a single day or are not staying on campus, you **MUST** park at the nearby Recreation Ground, Mumbles Road, a 5-minute walk from Fulton House - the charge is £2.50 per day.

**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 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 Swansea. 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 6 September. After that and during Conference: 07908 597983.