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BSPS Conference 2014 – the University of Winchester, 8-10 September 2014

Information for presenters and all participants

Travel: The conference will take place on the main King Alfred's campus. The nearest airport is Southampton - Trains run to Winchester from the station by the airport, or the journey is 20 - 30 minute taxi ride. If you are coming from further afield, the best way to Winchester is from Heathrow or Gatwick, and if you are not travelling by car to use the National Express coach service www.nationalexpress.com
For map and directions, please refer to the maps attached or follow the following website link: <http://www.winchester.ac.uk/contactusandmaps/Pages/contactusandmaps.aspx>

Please note that Winchester is hilly and the campus has steep slopes in places. However, there is lift access to all levels via the lift in the University Centre Building.

Conference facilities: Conference registration is in the Stripe foyer (17 on campus map) from 10.30am on Monday 8 September. The registration desk will be staffed throughout the Conference. Plenary sessions & all strand sessions are in St. Alphege Building, next door to the Stripe (16 on campus map).

Tea and coffee breaks & communal space, plus the **poster session and reception** on the first evening, are all in the Stripe foyer, plus Stripe Studios 1 and 2, which are all interconnected. 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 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 note that there are no MAC adaptors and you would need to bring one, if required.)
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! IT support is available on Ext 7608 or the conference office can be contacted on Ext 7322 from the internal phones.

Alternatively the University has its own IT helpdesk located on the ground floor of the main building (7 on the campus map) which delegates can visit between the opening hours of 10.00am and 4.00pm.

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 the number of papers 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
or

<http://www.lse.ac.uk/socialPolicy/BSPS/annualConference/2014-Conference/BSPS-2014-Conference---Winchester.aspx>

and the final version will be in the printed programme in conference packs: the printed programme also includes abstracts and session room numbers for all strand sessions plus timings of all sessions (in the timetable near the front). Session rooms are on the ground and first floors (lift access), and will be signed as Session room 1, Session room 2 etc

Training sessions: The two training sessions on Tuesday will be in the IT suite – Room 102 in the Herbert Jarman Building (5 on map). Pre-booking for these sessions was required: as numbers are limited, please do attend if you have booked. Log-ins will be provided as part of the training 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 Stripe. Presenters should stand with their poster for the duration of the poster session. 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 have been advised in advance to the poster strand organisers, as requested. 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.

BSPS Annual General Meeting will take place on Tuesday evening at 7.15pm. BSPS members only please.

Internet access. If required, Wifi can be made available for you for the duration of your stay. To access the network – if you do not already have free Eduroam access credentials (you are advised to obtain these from a participating educational institution if you belong to

one prior to arrival in Winchester) – you will require a username and password which can be collected from the main reception (**not** Conference registration desk) on check-in and carries a £5.00 set up charge. Alternatively the University has several open access PC's located on the main campus,. Please ask at the **University** main reception for further details.

Campus map – see Conference website for PDF.

Parking: The University has over 400 parking spaces across the two campuses; however please be aware that parking can be exceptionally busy over the summer and is only available on a first come basis. **Please car-share whenever possible.** The main conference car park is the Dytche (B), however other car-parks such as C, D, E and F can also be used for overflow parking if required. Apart from 4x unloading bays, located outside blocks A & E of the, there are no parking bays at the Burma Road accommodation, with the exception of the a few disabled bays (**ie disabled parking ONLY.**) Please also be aware that all parking at the University **requires a valid parking permit**; please display this permit at all times to prevent ticketing. Parking permits can be collected from the main reception or Stripe registration desk on arrival.

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.

Accommodation and keys: accommodation is in one of the newer accommodation blocks, Burma Road – (no.29 on campus map). All the bedrooms are single rooms with ensuite facilities. They are arranged as flats of 8 bedrooms each, with lift access to all floors. Each flat also has a shared kitchen, with tea and coffee making facilities which are provided for use by Conference participants staying on campus. 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 accommodation package but must have been booked separately if you have booked any other option on the booking form. **It will not be possible to take additional dinner bookings on site, as numbers have to be advised in advance.**

Check-in to bedrooms is from 2.00pm to 9.00pm on the day of arrival and room keys should be picked up from the main **University** reception desk (11 on map) using the Sparkford Road entrance, NOT from the Conference registration desk. Luggage may be stored at the main reception if arriving before check-in time, or at Conference registration in the Stripe foyer (11 on campus map). (It is possible access to rooms will be available earlier, but it is not possible to confirm this in advance.) If arriving after 9.00pm, please try and let us know in advance. For after-hours keys, please use the internal phone in the lobby of the main University reception to ring the security team on extension 7666.

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.

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's dinners, plus Monday and Tuesday night's B&B. There is no lunch on Wednesday 10 September). All attending will be 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.

If you have booked to arrive on Sunday 7 September, please try to arrive between 2.00pm and 8.00pm. After that time, use the internal phone as described above. Please note that no evening meal is provided on the Sunday evening and there will be **no eating places open on campus**. You should eat before you arrive, bring food with you, or eat in Winchester itself: the town centre is only a short walk from the campus. See map of Winchester provided.

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

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 Hall (No 11), located on level 3 of the University Centre.

Lunch is a 2 course seated fork buffet, served on a rolling basis between midday and 1.30pm on Monday and 12.30 pm and 2.00pm on Tuesday. Due to high attendance numbers, there will be 2 separate lunch venues. The main University Dining Room, level 3 of the University Centre, seating 220 people and the Games room level 2 of the same building (No. 11) seating 50 people. Conference staff will be present at the main entrances to check numbers. Please be aware that queues are likely with such high numbers and we advise delegates to arrive at staggered times throughout the lunch time period where possible.

Dinner will be a served 3 course meal in the University Dining Room.

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

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**, 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 Winchester. Please report ANY problems with session rooms to her as soon as possible.

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

Additional facilities:

Burma Road Block B Laundrette - £2.00 per wash, £1.00 per dry

Learning Café - 08.00 – 15.00 weekdays for catering (computers are available until 20.00hrs each evening)

Kenneth Kettle Building – Cyber Italia - 09.00 – 16.00 weekdays for catering (computer access is available 24hrs)

Cash Machine - Located on level 3 of the University Centre

University Gym - First Induction required, thereafter £5.00 per session. Please speak to the sports staff on the reception desk for further information (No 29 on the campus map – located in Block C of the Burma Road accommodation)

Bars - The student union bar, located on level 1 of the University Centre (No 11), is open between 9.30pm and 12.30am on both Monday and Tuesday of the Conference for exclusive use by BSPS Conference participants. Alternatively the nearest bars to the accommodation are the County Arms pub, directly across the road from the West Downs centre, and, a 5-10 minute walk down Romsey Road, and the St. James Tavern (the Westgate is another 5 mins' walk further down the road).

University shop (Located by University Centre) Opening times Monday - Friday (10.00 – 15.30hrs)

Emergency contact details: Conference administrator (Anne Shepherd) – 020 7955 7666 until end of the day on Friday 5 September. After that and during Conference: 07908 597983.

Winchester numbers:

01962 827666 – University Site Stewards (onsite 24hrs)

01962 827322 - Conference Office

01962 841515 – Main reception