

Information for Members

Location Map

A location map is attached (**back cover**) showing the venues for the various meetings – all are situated within a short walking distance of each other within the ICC.

Transport can be provided for delegates with mobility restrictions or who are wheelchair users for meetings outside of the ICC . Please book this via the LGA Conference Information Point (located in the registration foyer at the ICC) when you register for the General Assembly.

Registration

Registration and exhibition will be open from 10am on Tuesday 3 July in the registration foyer area at the ICC.

Registration will be alphabetical by Authority. There will be a joint registration for the General Assembly and the Annual Conference.

All representatives should register their attendance **before** going to their Group Meetings.

General Assembly Voting Papers

Your Authority will already have notified the LGA of the name(s) of its representative(s) and the allocation of its vote(s). **Voting papers** for those representatives entitled to vote at the General Assembly **will be handed out at the Registration Desk**.

To collect those voting papers, representatives should hand over the '**eligibility to vote**' card (lilac) enclosed with their Agenda.

In the event of any difficulties, representatives should go to the **General Assembly Help Desk** which will be located in the ICC registration foyer area.

Security

Please note that there will be strict security at the Birmingham ICC.

It is essential that all representatives and observers wear their badge for the General Assembly Meeting.

Those representatives attending both the General Assembly **and** the Annual Conference will receive their badges in their Annual Conference packs which will be sent to them prior to the event.

Those representatives attending the **General Assembly only** (ie not the Annual Conference) will find their badge enclosed with their General Assembly Agenda.

If you lose your badge at any time during the event, please collect a replacement from the badging desks in the Registration foyer of the ICC. Please note that proof of identity will be requested before replacement badges are issued.

Emergency Procedures

In the event that an evacuation is necessary, it is imperative that delegates follow instructions from staff for leaving the venue. No re-admission will be allowed without the permission of the Emergency Services.

Car Parking

There are a number of car parks close to the ICC, the closest being at Brindley Place. Delegates can also visit www.theicc.co.uk/visitors/travel for further information.

Meeting of the General Assembly

Seating

The General Assembly will be held in Hall 1 of the ICC BIC starting at 13.45pm.

Space will be allocated for wheelchair users at the entrance level of the Auditorium.

Voting

Voting papers will be issued to members at registration. Please ensure that you have been allocated the correct number of votes. If you have any queries with regard to your allocation, please see a member of staff on the General Assembly Help Desk (located in the ICC registration foyer area).

Questions

For delegates wishing to speak/ask questions, there will be roving microphones during all plenary sessions and speakers will be called by the sessions chair. Delegates are asked to announce their name and authority clearly before addressing the meeting.

Dietary Requirements

Please remember to advise the LGA of any special requirements as soon as possible. It may not be possible to meet special dietary needs if these are not notified before the day of the meeting.

Hearing

Delegates with hearing impairments should advise the main conference organisers of this prior to arrival at the ICC. An induction loop system is operational in halls at the ICC,. Which can be linked to visitors with hearing aids.

Cloakroom

There is a cloakroom available for delegates at the ICC in Birmingham which will be open from 9.30am on Tuesday 3 July

Delegates can collect any luggage after the General Assembly Meeting.

Public Telephones

Telephones are situated in the main Mall area of the ICC.

Delegate messages and information point

The LGA conference office and information point will be open and taking messages for delegates throughout the registration period.

The contact numbers for messages are:

Tel: 0121 335 8410, fax: 0121 335 8409

The delegate message board will be situated outside the conference office. Enquiries in relation to the General Assembly on Tuesday should be directed to the general assembly help desk located adjacent to the registration desks in the registration foyer.

Toilets

Toilets are clearly marked at all the venues and have adapted facilities for those with mobility difficulties.

Contact Officer

The contact officers for the General Assembly are –

Cathy Boyle/Debbie Wood

Direct line 020 7664 3205

Fax: 020 7664 3030

E-Mail: cathy.boyle@lga.gov.uk

Noleen Rosen

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