

Information for Members

Location Map

A location map is attached (**back cover**) showing the venues for the various meetings – all are situated either within, or a short distance from, the BIC .

Transport can be provided for delegates with mobility restrictions or who are wheelchair users for meetings outside of the BIC . Please book this via the LGA Conference Information Point (located in the conference office – BH2 – in the BIC) when you register for the General Assembly.

Registration

Registration and exhibition will be open from 9.30am on Tuesday 1 July in the main entrance foyer at the BIC.

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 main registration foyer of the BIC .

Security

Please note that there will be strict security at the BIC.

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 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 main registration foyer at the BIC. 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

The car park at both the BIC (650 spaces) and Pavilion (185 spaces) are both public Pay and Display and are not reserved exclusively for patrons. There are many other car parks within walking distance. Prices at the BIC car park start at £1.00 to a maximum £10.00 for up to 24 hours and payment can now be made from mobile phones.

Access to the car park should be made from Exeter Road, past the BIC main entrance, immediately on the left.

Meeting of the General Assembly

Seating

The General Assembly will be held in the Windsor Hall of the BIC starting at 1.45pm.

Space will be allocated for wheelchair users within the Hall.

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 main 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 session 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

There is an infra red amplification system installed in the Windsor, Tregonwell and Solent Halls and all the BIC ancillary rooms. To use this system you will need an amplification aid, necklace or headphones dependant on the type of hearing impairment. These are obtainable from the BIC Security office at the top of the escalators.

The induction loop system is in operation at the BIC main reception desk and the Purbeck Hall reception desk.

Cloakroom

There is a cloakroom available for delegates at the BIC in Bournemouth which will be open from 9.30am on Tuesday 1 July

Delegates can collect any luggage after the General Assembly Meeting.

Public Telephones

There are public telephones situated within the BIC

Delegate messages and information point

The conference office and information point will be in room BH2, located to the left of the main entrance foyer. This office will be open during the same hours as the conference registration desks.

The conference office can take telephone messages for delegates on 01202 551406. The fax number is 01202 551408. Messages will then be available for delegates to collect from the registration area

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 –

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