

## 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.

As distances between venues are so short, the LGA will not be providing transport to and from any of the Group Meetings.

**Transport can be provided for delegates with mobility restrictions or who are wheelchair users.**

Please book this via the LGA Conference Information Point (located in the main foyer at the BIC) when you register for the General Assembly.

### Registration

Registration will be open from 11am on Tuesday 4 July in the main foyer area at the BIC. Until 2.30pm, representatives will have access to the registration area and political group meeting rooms and refreshments/lunch. After this time the exhibition will open and refreshments will be available within the wider 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.

Please note that an additional entrance will be available after 2.30pm in the Purbeck Foyer, off the cliff path, for delegates who have already registered in the main BIC entrance. Delegates will not be able to register at this entrance and must show their badges to gain entry.

### 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 BIC main entrance foyer area.

## Security

Please note that there will be strict security at the Bournemouth International Centre.

**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 main 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 BIC has an adjacent multi-storey car park with about 800 car parking spaces available to delegates at the following fees:

up to 2 hours	£2.10
up to 3 hours	£3.60
up to 4 hours	£5.20
up to 24 hours	£10.00

There are 17 designated disabled car parking spaces located on Level 1. Disabled drivers may park free providing their vehicle is exempt from vehicle excise duty. Otherwise normal car parking charges will apply. 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 at the BIC starting at 3.45pm.

Space will be allocated for wheelchair users at the front 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 BIC main entrance foyer area).

## Question Points

Seats near the question points and rostrums will be reserved for representatives wishing to speak from the floor. Representatives wishing to speak at the General Assembly should make their way to the nearest question point (situated towards the rear of the stalls). At the question point, they should hand in to a member of staff the question sheet which will be sent out with the agenda papers, or complete the sheet at the question point. The platform will then be advised that the representative is waiting to speak. Representatives are requested before addressing the meeting to announce their name and authority clearly.

## 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 Pavilion Theatre and Ballroom, Windsor

Hall, Tregonwell Hall, Solent Hall 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.

If you encounter any difficulties, please inform one of the LGA stewards immediately and the situation will be rectified.

## Cloakroom

There is a cloakroom available for delegates at the Bournemouth International Centre which will be open from 10.30am.

Delegates can collect any luggage after the General Assembly Meeting.

## **Public Telephones**

Telephones are situated in the ground floor foyer area.

## **Telephone Messages**

The main LGA Information Point will take telephone messages for representatives. The messages will be available for collection from the delegate message board situated in the main foyer area of the BIC.

Tel No: 01202 299549

Fax No: 01202 299558

## **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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