

## Information for Members

### Location Map

The Queen Elizabeth II Conference Centre is situated in Broad Sanctuary, Westminster, London SW1 (opposite Westminster Abbey). A location map is set out on the back page of this Agenda.

### Registration

Registration will be open from **9.30am** in the Ground Floor Foyer, following security checks on entrance to the Conference Centre. Registration will be alphabetical by Authority and all members will be required to register their attendance.

All representatives must register their attendance **before** going to their Group Meetings. To speed up this process, please have your Record of Attendance (**attached** to the front of your Agenda) ready to hand over at the Registration Desk. You will then be given further information which will include additional reports (if any), a badge and, if applicable, voting papers.

In view of the large numbers attending the meeting, please arrive in good time to register before the event.

### Security

Please note that there is strict security at the Conference Centre. Personal security checks take place and all bags/luggage will be checked. **For security reasons it is essential that all members and observers wear their badge (which will be issued at registration) throughout the event.** If you lose your badge at any time during the event, please collect a replacement from the Help Desk in the Ground Floor Foyer.

### Emergency Procedures

In the event that an evacuation is necessary it is imperative that members follow instructions given by QEII staff and LGA staff for leaving the Centre. No re-admission will be allowed without the permission of the Emergency Services.

## Car Parking

Delegate car parking is available in the NCP Car Park located on Abingdon Street, off Parliament Square. Limited car parking is available for those members with mobility problems. This needs to be booked in advance. ***Please contact the Conference & Events Unit on 020 7664 3080*** to advise of any special requirements. Car registration and vehicle descriptions are required for security purposes.

## Meeting of the General Assembly

The General Assembly will be held in the Fleming Room, 3<sup>rd</sup> Floor.

### Voting

Your Authority will already have notified the LGA of the name(s) of its delegate(s) and the allocation of its vote(s). 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 Help Desk.

## Special Facilities and Dietary Requirements

A hot fork lunch will be provided. Please remember to advise the LGA of any special requirements **without delay**. It may not be possible to provide special facilities or to meet special dietary needs if these are not notified **at least 7 days before the day of the meeting**.

An induction loop system will be available in all meeting rooms with sound amplification.

## Cloakroom

There is a cloakroom available for members during the event to the far left of the Foyer on the ground floor of the Conference Centre.

## Public Telephones

There are public telephones situated on the Ground, Third and Fourth floors of the Centre.

## Messages

Messages may be left on the following numbers:

**Tel: 020 7798 4312**

**Fax: 020 7798 4313**

A message board will be situated outside the Fleming/Whittle Rooms and members are asked to check this regularly.

## **Toilets**

Toilets are situated on every floor in the Centre with toilets for people with disabilities on the Ground and Third floors.

**Please note:** The QEII Conference centre is a **NON SMOKING** Building.

**Further information** is available from the venue website [www.qeiicc.co.uk](http://www.qeiicc.co.uk)

## **Contact Officers**

The contact officers for the General Assembly are –

### **Cathy Boyle, Team Manager, Member Support**

Direct line 020 7664 3205

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### **Noleen Rosen, Member Services**

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