

Annual Meeting of the General Assembly

30 June 2009

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 Harrogate International Centre (HIC) .

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

Registration

Registration and exhibition will be open from 9.30am on Tuesday 30 June in the main entrance foyer at the HIC.

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 2009 - Voting

The LGA's Standing Orders state that all votes shall be determined by a show of hands unless: the Chairman considers it desirable, or the requisite number of authorities (one third of those present), call for a recorded vote. For General Assembly 2009, the LGA's Office Holders have agreed that, if a recorded vote is required, then the names of those authorities participating will be taken by designated staff. The actual votes cast will be determined retrospectively and the LGA will notify the Chief Executive of all member authorities of the result of the ballot in due course.

Security

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

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 entrance foyer of the HIC. 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 HIC has 450 spaces. This is a 'pay and display' car park and is not reserved exclusively for patrons. Prices at the HIC start at £3.50 for up to 3 hours to a maximum of £10.00 for 24 hours. There are many other car parks within walking distance.

Meeting of the General Assembly

Seating

The General Assembly will be held in the Auditorium of the HIC starting at 1.30pm.

Space will be allocated for wheelchair users within the Hall.

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 are induction loops available with the HIC and all breakout rooms in use by the LGA.

Cloakroom

There is a cloakroom available for delegates at the HIC in Harrogate which will be open from 9.30am on Tuesday 30 June

Delegates can collect any luggage after the General Assembly Meeting.

Public Telephones

There are public telephones situated within the HIC

Delegate messages and information point

The conference information point will be situated in the registration area, main entrance, HIC. This office will be open during the same hours as the conference registration desks.

The conference office can take telephone messages for delegates on 01423 537424. 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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