

## Annual Meeting of the General Assembly

26 June 2012

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### 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 ICC Birmingham.

**All sessions are being held in the ICC or within close proximity of the ICC, so no transport will be provided during the conference.**

#### Registration

Registration and exhibition will be open from 9.00am on Tuesday 26 June. The registration desks will be situated at the top of the escalators in the mall. All registration for the conference will take place in this area for delegates, exhibitors, press and speakers. Everyone must register here on their first day.

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

#### General Assembly 2012 - Voting

The LGA's Standing Orders state that questions shall, wherever possible, be determined by a show of hands. A ballot may be held if: the Chairman considers it desirable, or immediately after the Chairman has declared the result of voting, representatives from not less than one-third of the authorities represented at the meeting rising in their seats demand a ballot. If a recorded vote is required, **representatives with the right to vote** should complete, sign and detach the voting card at the back of their General Assembly agendas and hand it to the hall staff. The actual votes cast will be determined retrospectively and the LGA will notify the Chief Executives of all member authorities of the result of the ballot as soon as possible.

#### Security

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

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

All delegates (those who are attending the General Assembly Annual Meeting and the Annual Conference and those who are attending the General Assembly only) will be sent their badges during week beginning Monday, 11 June.

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 ICC. Please note that proof of identity will be requested before replacement badges are issued.

### **Emergency Procedures - Evacuation of the ICC**

If it becomes necessary to evacuate the building, the following message will be broadcast:

“Ladies and Gentlemen, may I have your attention please. We must ask you to leave the building by the nearest exit as quickly as possible. Do not use the lifts and do not stop to collect personal belongings”

In the event of an evacuation, please leave via the nearest fire exit and make your way to the assembly point located in Centenary Square.

### **Car Parking**

The most convenient car park for The ICC is located at its sister venue, The National Indoor Arena (NIA). For sat nav users, the address is: Street: King Edward’s Road, Postcode: B1 2AA

For vehicles displaying blue badges, parking is free of charge at or near the main entrance. Spaces need to be booked in advance so please telephone the ICC on 0121 200 2000.

### **Meeting of the General Assembly**

#### **Seating**

The General Assembly will be held in Hall 1 of the ICC 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 events team 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. LGA events team email: [events@local.gov.uk](mailto:events@local.gov.uk).

#### **Hearing**

There are induction loops in the ICC and in all conference breakout rooms where sound amplification is provided. Please collect your amplification lanyard from the conference office. You will be asked to sign for this on collection and will be liable for charges if it is not returned.

## **Cloakroom**

The delegates' cloakroom will be open from 8.30am on Tuesday 26 June. Delegates can collect any luggage after the General Assembly Meeting.

## **Public Telephones**

There are public telephones situated within the ICC.

## **Delegate messages and information point**

The conference office is located in the registration area and will be open at the same times as the registration desks.

The conference office can take telephone messages for delegates which will be available to collect from the registration area. Tel: 0121 335 8402.

## **Toilets**

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

## **Contact Officers**

The contact officers for the General Assembly are –

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