**2019 Conference and Showcase Attendee Information 2019**

**Registration**

The Registration Desk is located in the Box Office Foyer at the Royal Concert Hall, Nottingham. Registration is open at the following times:

Friday10th May 11.00 – 17.00

Saturday 11th May 08.30 – 17.00

Sunday 12th May 09.00 – 11.00

You can collect youritinerary envelope containing your personal itinerary, name badge and function tickets (if applicable), from the Registration Desk between the times above.

***If you have registered as a couple, please note that you will receive ONE itinerary envelope in the lead delegate’s name. The envelope will contain tickets and a name badge for your partner.***

**Name Badges**

Your name badge can be found inside your Itinerary Envelope and must be worn at all times throughout the weekend to allow you access into certain areas. It also indicates to the Royal Concert Hall staff, Rotary Support Centre Staff and Stewards that you have registered.

**Name Badge colours**

Full Weekend Delegate - WHITE

Friday Day Delegates (Exhibition Only)– PURPLE

Friday Day Delegates – (Exhibition and Afternoon Tea) – WHITE

Saturday Day Delegates – BLUE

Sunday Day Delegate – ORANGE

Exhibitors – YELLOW

Visitors/Members of the public – PURPLE

Slavery Symposium Delegates – LIME GREEN

**Showcase Exhibition**

The Showcase Exhibition is located on Levels 1, 2 and 4 of the Royal Concert Hall. A list of exhibitors can be found on our website and inside the official Conference Handbook.

Exhibition opening times are:

Friday 10th May **11.00 to 18.00**

Saturday 11th May **08.30 to 17.00**

Sunday 12th May **08.30 to 11.00**

**Conference and Showcase Handbook**

You will be issued with an *official Conference and Showcase Handbook* when you collect your name badge. The handbook contains everything you need to know about the Conference and Showcase and is a go-to guide for all activities and session programmes throughout the weekend.

The handbook will soon be available to preview on the website.

**Host City of Nottingham**

Visit Nottingham will be there to give you a warm welcome to Nottingham. They will be on hand to help with any information you may need about the city from details of the nearest doctors, to information about the fabulous restaurant and shops. They will also have city maps to give out along with some amazing discount vouchers to local restaurants, shops and days out in the city! An [emergency contact list](https://www.rotarygbi.org/media/2019/04/Nottingham-Showcase-2019-Emergency-Contact-List.pdf) is also attached for your information.

**Conference Functions and Events**

The following functions are ticketed:

* Foundation Packed Lunch
* Rotary at the Races Gala Dinner

Your function tickets for you/and your partner will be found inside your Itinerary Envelope. Confirmation of the functions, meals and events you have booked are in your confirmation email.

**Rotary at The Races Gala Dinner** **Information**
If you have booked tickets to this dinner, information such as timings, coaches, wine ordering and venue have been sent to you separately. Please contact the Conference Department if you have not received this.

**Slavery Symposium – Albert Hall, North Circus St, Nottingham NG1 5AA**

If you have registered to attend the Slavery Symposium on Saturday 11th May at the Albert Hall, please register at the Albert Hall from 12:30pm. Rotary stewards will be on hand to direct you to the Albert Hall which is located approximately a 10 minute walk away from the Royal Concert Hall. Please show your confirmation email, either printed or on your mobile phone/tablet to receive your name badge and programme.

**Parking**

The nearest car park is Q-park which is located approximately five minutes’ walk from the Royal Concert Hall. Q-Park details can be found [here](https://protect-eu.mimecast.com/s/i1lWCxv5PsLk0Dc8su9T). It is located near Rock City & Crowne Plaza Hotel.

**Mobile Phone App**

This year delegates will have the opportunity to download the free Delegate Event App for the Nottingham Conference and Showcase. The app will give you all details about the Conference and Showcase event, such as speaker bios, programme, timings, venue information and much more all at your fingertips in a handy, simple-to-use app. Information on how to download, install and access the app will be sent out to all delegates separately.

**Hearing Assistance**

Headset equipment is available for use in conjunction with Hearing Aids.Hearing aids **must** have ‘T’ setting active to use the hearing assistant facilities. Headset and neck loop equipment is available free of charge the Cloakroom at the Royal Concert Hall. For all other enquiries about accessibility please see the [Royal Concert Hall website.](https://trch.co.uk/your-visit/access/)

**Photography**
At this Rotary event, we will have official photographers who are permitted to capture images for marketing purposes for use by Rotary only. The material may be broadcast through radio, television and all digital channels (such as websites, e-marketing, social media, posters, banners, advertising etc) as well as through print media.

Please note that this event will be very busy, and many visitors will have phones and cameras with them for which Rotary exercises no control. All official Rotary photographers will be easily identifiable and if you do not wish to be photographed, please make yourself known to them at the time.

**Use of mobile phones**

While we urge you to use social media to share your Conference and Showcase experience, please consider your fellow delegates by ensuring your mobile phone is switched to ‘silent’ during sessions.

**Social Media**

Conference Hashtag - #RotaryConf2019

Twitter - [@RotaryGBI](https://twitter.com/RotaryGBI)

Facebook – [/RotaryinGBI](https://www.facebook.com/RotaryinGBI/)

Instagram - [@RotaryGBI](https://www.instagram.com/rotarygbi/)

**Cancellations terms & conditions**
Please familiarise yourself with the [Terms & Conditions](https://www.rotarygbi.org/media/2018/05/Conference-2019-Ts_and_Cs_V1.pdf)and cancellation criteria.