



British Ecological Society

BES Annual Meeting 2011

University of Sheffield, UK

12- 14 September, 2011

Conference Information for Delegates

Thank you for booking to attend this year's BES Annual Meeting. In this document you will find useful information regarding the location of the conference, travel information and registration details.

The BES Annual Meeting is largely taking place in two locations within the University of Sheffield – the Octagon Centre and The Edge. Please ensure you arrive at the correct location as they are a 20 minute walk (1 mile) apart, which location you travel to will depend on your time of arrival, you will find all the details of where to go and how to get there below.

Location postcodes:

The Edge - S10 3ED

Octagon – S10 2TQ

Travel Information:

By train

Regular services operate between Sheffield and London St Pancras (2.5 hours), Birmingham (1.5 hours), Leeds (1 hour), Manchester (1 hour) and Nottingham (1 hour). For train information and timetables, visit the National Rail Enquiries website - www.NationalRail.co.uk

Once you arrive at Sheffield station you will be able to take a bus, tram or a taxi to the Octagon Centre or The Edge.

By bus

There is a regular bus service which operates from the city centre; from the station (Pond Street) you can catch bus route number 120 (towards Fulwood) getting off at Glossop Road/Clarkson Street bus stop for the Octagon Centre or Fulwood Road/Endcliffe Crescent bus stop for The Edge. Buses run approximately every 10 minutes and the journey takes between 10-20 minutes. You can also catch these routes when travelling between the two locations. Bus stops are marked with a red dot on the map below.

By tram

Sheffield's Stagecoach Supertram is an affordable and effective way of travelling between the city centre and the University of Sheffield. You can travel from Sheffield Station to the University of Sheffield (for the Octagon Centre only) via the Blue route (towards Malin Bridge) and trams run every 10 minutes. You can buy a ticket once on board the tram. It takes approximately 15 minutes to travel from the city centre to the University of Sheffield. Tram stops are marked on the map below.

Further information regarding public transport in Sheffield can be found via the Travel Yorkshire website - <http://www.travelsouthyorkshire.com/bustramandtrainessentials>

By taxi

If you have booked accommodation on campus when registering your attendance at the Annual Meeting and plan on taking a taxi from the train station, we recommend informing the taxi driver that you would like to be taken to **The Edge at the Endcliffe Village** (Endcliffe Crescent/junction with Endcliffe Avenue) rather than the University of Sheffield as your accommodation is located here and The Edge is a 20 minute walk from the University campus.

A large taxi rank is situated outside the train station and it is a 15-20 minute journey from the station to The Edge or the Octagon Centre; however journey times can be substantially longer during busy periods.

Below are some suggestions of taxi companies and their contact details:

Sheffield City Taxis 0114 239 3939
Mercury Taxis 0114 266 2662
S1 Taxis 0114 255 5111

By air

If your journey involves travel by air, there are three main airports which have good transport links to Sheffield - Manchester, London and Leeds Bradford. Regular flights are available from a huge number of European and International cities. Each of these airports is serviced by an excellent train service to Sheffield city centre.

Walking between The Edge and the Octagon Centre

The Edge (at the end of Endcliffe Crescent/junction with Endcliffe Avenue) is approximately a 20 minute walk from the Octagon Centre (accessible from Western Bank/junction with Clarkson Street). Please see map below or visit www.walkit.com and enter the relevant postcodes (see page 1) into their 'A to B' section.

Registration

Registration for delegates will take place in two locations during the conference; at The Edge and in the Octagon Centre foyer at the following times:

Sunday 11 September	15:00 – 19:30 (The Edge)
Monday 12 September	07:30 – 17:45 (the Octagon Centre)
Tuesday 13 September	07:45 – 19:00 (the Octagon Centre)
Wednesday 14 September	07:45 - 13:30 (the Octagon Centre)

On registering, you will receive your delegate information pack, conference programme and name badge.

Accommodation

If you have booked accommodation when registering for the Annual Meeting, you will be staying in a single ensuite room at The Edge (Endcliffe Village).

Please collect your room key from The Edge Reception; keys will be available for collection from 2pm on the day of arrival.

The reception desk at The Edge is manned until 22:00. After 22:00, security will be on site to help you check into your room. If possible, please notify the BES office in advance if you are expecting to arrive after 22:00.

Luggage may be left temporarily at the following venues on these days:

Sunday 11 September	The Edge
Monday 12 – Wednesday 14 September	Octagon Centre

Each bedroom is provided with the following items:

- Basic toiletries
- Towels
- Tea & Coffee making facilities
- An Ethernet cable to connect to the internet (WiFi available within The Edge building and at the Octagon Centre, please request a network key from reception or the registration desk)
- Access to a kitchen area with a fridge, freezer and microwave (No cutlery/plates/pans/cups etc)
- Access to an ironing board & iron.

Delegates are asked to vacate their rooms by 10:00 on the morning of departure, with luggage arrangements as above. Please remember to return your room keys to the reception desk.

Due to the distance between The Edge and the Octagon Centre, we recommend that you consider your arrival time and the conference programme carefully before deciding which location you wish you travel to first this may help to prevent carrying your luggage unnecessarily.

Booking is essential so please check your confirmation letter carefully. If you require accommodation at The Edge but do not find details on your confirmation letter, please contact the BES office immediately.

Meals

Breakfast is included in the price of accommodation and will be served in the Dining Room at The Edge between 06:30-08:30 Monday to Wednesday and 08:00-09:00 on Thursday. Mid morning and mid afternoon tea and coffee breaks will be served in the Octagon Centre on Monday, Tuesday and Wednesday (morning only on Wednesday). Lunch will be bagged and include a sandwich, soft drink, crisps and fruit and will be served from the Octagon Centre. The meeting will finish around lunchtime on Wednesday 14 September, so there will be no lunch available on that day.

Lunch costs £7.00 per day for BES members and non-members and £3.50 per day for Student members. Booking is required so please contact the BES office if you would like to add lunch to your booking.

Dinner will be a buffet style meal served in the Dining Room at The Edge on Sunday, Monday and Tuesday evening. The price of the dinner is £20.00 per day for BES members and non-members or £10.00 per day for BES student members. Meals must be booked in advance, so if you would like catering please contact the BES office by 14 August.

Main Talks and Posters

Talks will take place in the Octagon Centre, the Hicks Building and the Alfred Denny building (please refer to the map) and all posters and trade stands will be displayed in the Octagon Centre. A complete list of talks and room details will be available in the conference programme.

Social activities

There will be a number of networking opportunities throughout the BES Annual Meeting, starting with the Welcome Mixer on Sunday evening. Full details of all activities will be available in the conference programme and at the registration desk.

Facilities

Within the vicinity of the University of Sheffield campus, there are a small number of shops including a coffee shop and a café, a cash machine and a student union. BES staff at the registration desk will be pleased to provide directions to these facilities.

WiFi is available within The Edge building and at the Octagon Centre, please request a network key from The Edge reception or from BES staff at the registration desk.

'USport' is a new sports facility on campus where delegates can access the pool and fitness centre; however you must supply your own equipment and towel. There may be a small charge for using these facilities.

Emergency Services and Fire Procedures

Procedures in the event of a fire or other emergency will be outlined at the start of the meeting. It is your responsibility to read the information provided on evacuation procedures and to pay attention to the safety announcements.

If you have any questions, please call the BES office on 020 7685 2500 or email Info@BritishEcologicalSociety.org

We look forward to welcoming you to the University of Sheffield and hope you enjoy the Annual Meeting;

The BES Team