

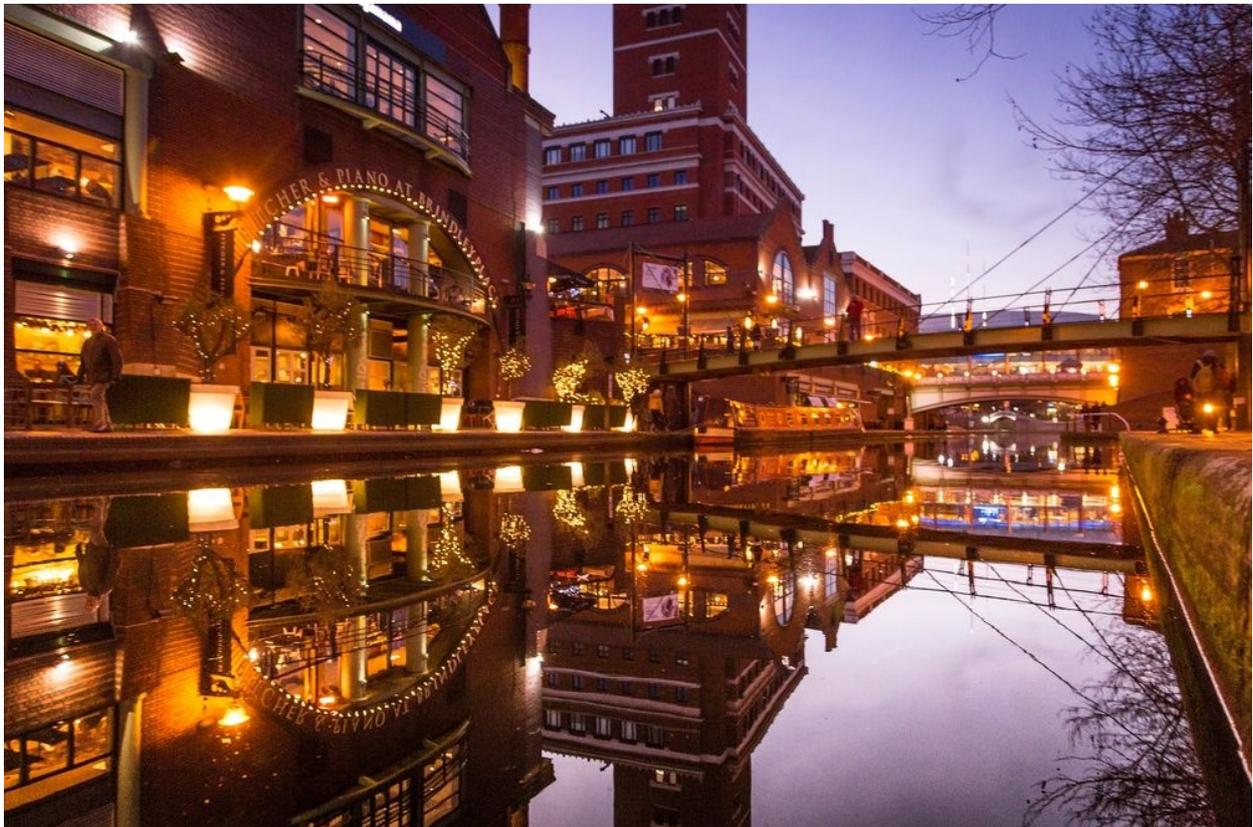


BRITISH ECOLOGICAL SOCIETY

BES Annual Meeting 2018

16 - 19 December 2018, Birmingham UK

Attendees' Pre-meeting Information Pack



www.britishecologicalsociety.org/events/bes2018

[#BES2018](https://twitter.com/BES2018)

ABOUT BIRMINGHAM

Birmingham is an incredibly diverse and exciting city. From British, West Indian, Irish, Indian, Pakistani and Eastern European, the diversity of the city's residents brings a rich cultural mix to Birmingham. Thirty percent of Birmingham's residents are of minority ethnic origin and it is home to Europe's first arts centre dedicated to developing and promoting African, Caribbean and Asian arts and culture. It is also a city steeped in scientific and entrepreneurial history, acting as the rendezvous for scientists, inventors and natural philosophers Erasmus Darwin, Matthew Boulton, James Watt, Joseph Priestley and Josiah Wedgwood to engage in intellectual debates. Their conversations were the brainpower behind the Industrial Revolution.

The city itself is also full of excellent shopping opportunities with major retail, leisure and business hubs including the NEC, Brindleyplace, The Mailbox and Bullring just a few examples of the gutsy urban regeneration the city has become famed for – not forgetting the excellent Christmas Market! Also known for its canals, the Birmingham Canal Navigations (BCN) is a network of 100 miles of navigable canals, boasting more canals than Venice.

TRAVELLING TO BIRMINGHAM

Birmingham is easily accessible by air, road, and rail. Birmingham Airport welcomes more than 50 airlines from over 100 destinations worldwide and is located right next to Birmingham International station (linked from the airport's terminal by a rapid and free monorail) with regular trains taking just 10 minutes to reach the city centre. The nearest station to the ICC is Birmingham New Street, with direct trains to most of the UK's major cities.

By Train

The city is well served by rail. Combined, Birmingham New Street, Moor Street and Birmingham International stations connect directly with 84 towns and cities across the UK. Birmingham New Street alone has more direct connections than any other station. Information about train times and fares for travel into any Birmingham station from other UK stations is easily accessible on the [National Rail website](#) or [The Trainline website](#). Birmingham New Street, Moor Street, and Snow Hill stations are all within a 25-minute walk of the venue.

TIP: Because the venue is part of the NEC Group, you might be able to get 25% off your rail fare if you are travelling with Virgin trains. You can check your eligibility for the discount [here](#).

From Mainland Europe

The UK is accessible by train via the [Eurostar](#) from Belgium, France, and the Netherlands. UK destinations via the Eurostar consist of London St Pancras, Ashford International, and Ebbsfleet International. If you are planning on using the Eurostar for any part of your journey, the best option is to go to London St Pancras International station, from which trains run directly to Birmingham New Street approximately every 20-30 minutes and take

around 1 hour 50 minutes. The other stations require that you make at least 2 changes during your journey, which will take you via London St Pancras anyway, and trains from Ashford and Ebbsfleet take around an hour more and cost about twice as much to get to Birmingham.

If you are somewhat flexible on your travel time you can sometimes find cheaper Eurostar tickets on [Eurostar snap](#).

For travel within the UK, you can buy train tickets either in advance online, for instance at the [National Rail website](#) or [The Trainline website](#) and receive a ticket to print yourself, or you can purchase tickets at the train station. Most stations have an information or ticket desk where you can buy tickets using either cash or card, or often there will also be ticket machines.

From the UK/London

You can get a direct train to Birmingham from London either from London Euston or London Marylebone. Trains to Birmingham New Street run between every 10 and 30 minutes from London Euston, take between 1 hour 20 minutes and 2 hours, and you can purchase train tickets as low as £6 each way if you book in advance. Trains running directly from London Marylebone to Birmingham either arrive at Birmingham Moor Street or Birmingham Snow Hill. Trains from Marylebone to Birmingham Moor Street take about 1 hour 45 minutes and advance tickets can be as low as £5.50 each way, and Birmingham Moor Street is about a 22-minute walk from the venue. Trains from Marylebone to Birmingham Snow Hill take about 2 hours and advance tickets start at £5.50, and Birmingham Snow Hill is about a 15-minute walk to the venue.

Tickets can be purchased at the station or online at the [National Rail website](#) or [The Trainline website](#).

TIP: Remember that because the venue is part of the NEC Group, you may be able to get 25% off your rail fare if you are travelling with Virgin trains, so check your eligibility for the discount [here](#).

TIP: Trains on Sundays in the UK tend to offer slightly worse services than any other day of the week, and so there may be fewer trains and so longer delays between services. If you are planning on travelling on a Sunday, double check your journey online at the [National Rail website](#).

TIP: Buying Advance tickets will make your journey much cheaper.

TIP: Avoid travelling at peak times to get the cheapest tickets.

By Coach

You can book through [National Express](#) to arrive at Digbeth Coach Station by coach from all across the UK, from Plymouth to Aberdeen (although if you do travel from here, be prepared for a long trip!). This coach station is only around a 15-minute walk to the City Centre, and less than a half an hour walk to the Birmingham ICC. You can purchase tickets from about £7 return. Although the station is open 24 hours, the ticket office and ticket

machines are only available when the ticket office is open, which is between 09:00 and 19:00 Monday to Sunday.

By Air

[Birmingham Airport](#) welcomes more than 50 airlines from over 100 destinations. It's located next to the M42 motorway, offers a coach service from [National Express](#) to Digbeth Coach Station in the city, and main line rail network with Birmingham International station right next door. This station puts air passengers in the city centre within 10 minutes. Birmingham couldn't be better connected. Affordable flights from domestic and international airports can be found and compared on [Skyscanner](#), as well as directly from the [Birmingham Airport website](#).

By Car

At the heart of the country's motorway network with easy access to the M6, M6 Toll, M5, M42 and M54, Birmingham is easy to get to by car. And once you're here it couldn't be easier to get around and visit the region. Birmingham is well served by local buses, trams and trains or you could even cycle on one of the dedicated cycle paths.

Please be aware that in the UK, drivers drive on the left.

TIP: Travel times will vary with traffic, and it is best to avoid driving at rush hour (around 07:00 - 10:00 and 16:00 - 19:00). If you do have to travel at these times, double check your route on [Google Maps](#), as it will give you updates on traffic and offer you options that avoid congestions for faster travel times.

TRAVELLING WITHIN BIRMINGHAM

Birmingham has several travel centres where you can get information about your journey, purchase tickets, and get a timetable for your journey. To find out where they are and when they are open, visit the [Network West Midlands](#) website.

By Bus

Birmingham has a large network of buses available, and an increasing number of the local buses also have improved accessibility for wheelchairs and push chairs. You can buy day tickets and single fares on the bus, just remember to bring exact change for the fare, and please note that buses will only stop at designated bus stops. There is also a bus stop (Civic Close) less than a 5-minute walk from the venue. For more information about the timetables and fares please see the [Network West Midlands](#) website, or give them a call on 0871 200 22 33.

Metro

There are 5 metro stops within Birmingham, going from Birmingham New Street to the Jewellery Quarter. The Metro runs around every 7 minutes throughout Monday to Saturday daytimes, and about every 15 minutes early in the morning, during the evening, and all day on Sundays. You can purchase single, day return, or an unlimited travel day ticket from the conductor on board using correct change or contactless. Child fares are available for

children between the ages of 5 and 15. For more information, please see the [West Midlands Metro](#) website.

Cycling

If you're looking to do a bit of cycling, Birmingham has [Brompton bikes for hire](#) from various locations including Birmingham New Street, Moor Street, and Snow Hill, and they cost as little as £3.50 a day. If that fails, you can get in touch with [Cycle Chain](#) to hire a bike from Cambrain Wharf for £3.00 an hour or £12.00 a day, or if you plan on doing a lot of cycling you can hire bikes for several days from [On Your Bike](#).

If you're not familiar with the city, then you can use [Cycle Streets](#) to plan your journey. Please note that only folding bikes are permitted on buses and trams in the Network West Midlands area, so if you need to find somewhere to leave your bike then find options on the [Network West Midlands](#) website.

By Boat

The narrowboats are probably not the fastest way to travel, but they are a bit of something different. If you want to do some sightseeing on the canal, the [Sherborne Wharf](#) tour is only about a 10-minute walk from the venue and lasts approximately one hour. Alternatively, tours are also offered by [Away2Canal](#) and the [Dudley Canal Trust](#).

For shorter trips, there is [Ariel the Waterbus](#), which also leaves from Sherborne Wharf close to the venue, with 5 stops from Brindley place to Mailbox. The bus costs £1 per stop or £4 for a round trip, and runs between 10:30 and 17:00.

By Taxi

Taxis may be particularly convenient for late night travelling and transporting luggage, and fortunately Birmingham has well-regulated taxis. [TOA taxis](#), Birmingham's oldest and largest black cab firm, can be hailed in the street or are available from a number of taxi ranks in the city centre, including New Street Station, Stephenson Street, and Digbeth Coach Station.

By Car

There is no parking located at the ICC, therefore we recommend travelling via public transport or taxi to the event if possible. Some accessible parking is available onsite, however this will need to be planned in advance with the venue. If you do decide to bring your car, [Q-Park car park](#) is a 4-minute walk from the ICC across the canal. 8 hour tickets can be purchased for £11.80.

There are also two large central car parks located a few minutes' walk from Birmingham's shopping and dining centres.

- [Bullring Carpark](#)
- [C4 Carpark](#)

By Foot

The city of Birmingham is full of pedestrianised areas for you to take a relaxing stroll through the shops, attractions, and eateries. The venue is quite central, and from it you can access restaurants, cafes, bars, and train stations all by foot. Keep an eye out for the

numerous walking tours that are available in Birmingham, from Ghost Walks to Pub Tours, at the [Visit Birmingham](#) or the [Brum Tours](#) website.

THINGS TO DO IN BIRMINGHAM

With world-class theatres, thought-provoking museums, miles of canals, and a chocolate factory, there's an abundance of attractions in Birmingham to tempt you. Dudley Zoological Gardens has welcomed visitors since 1937 and boasts some of the world's rarest animals. Half a million chocoholics visit Cadbury World each year to discover the history and magic of chocolate. The National SEA LIFE Centre's glass tunnel takes you on a spectacular undersea voyage through an enormous one million-litre ocean tank, where giant green sea turtles, black tip reef sharks and tropical reef fish swim inches from your head. Thinktank Birmingham Science Museum is the most modern of science museums. Hands-on displays explore everything from full size locomotives, aircraft, even intestines and taste buds. There's also an incredible planetarium that uses state-of-the-art digital technology to present breath-taking images on a 360° domed ceiling. Plus you can view hundreds of gleaming machines at the National Motorcycle Museum in Solihull. And when it comes to shopping, Birmingham has over 1,000 shops within a 20-minute walk, and has a Christmas market each year that acts as the centrepiece of the city's festive event calendar.

Ikon Gallery

Ikon is Birmingham's leading and internationally acclaimed contemporary art gallery, and hosts a regular programme of exhibitions, events, learning workshops and seminars, representing some of the world's best visual artists. Ikon also houses a specialist art bookshop, which could hold some perfect Christmas presents, and where the profits go into supporting the artistic and educational programmes. Entrance to Ikon is free, it's a 5-minute walk from the venue, and is open Tuesday to Sunday from 11:00 to 17:00.

Birmingham Museum and Art Gallery

The gallery is famous for its Pre-Raphaelite paintings, which are part of the largest public Pre-Raphaelite collection in the world. You'll see art and objects spanning seven centuries of European and World history and culture, including Greek, Roman, and Ancient Egypt. As well as the permanent collections and galleries, there are various exhibitions put on throughout the year, which you can find out more about [here](#).

Located on Chamberlain Square, only an 8-minute walk away from the venue, the museum and art gallery is free to enter, and has galleries and events specifically designed for families and children. It is open Monday to Thursday at 10:00 to 17:00, Friday at 10:30 to 17:00, and on Saturday and Sunday at 10:00 to 17:00.

The Birmingham Botanical Gardens

The Birmingham Botanical Gardens offers something for everyone, with four stunning glasshouses showing tropical rainforests to arid deserts, a playground, a tearoom, and a garden gift shop. All of these are surrounded by some of the most beautiful gardens in the UK. The Gardens are open every day from 10:00 and close around 17:00 (this varies with

when it starts to get dark), and last admissions are around 30 minutes before closing. Ticket prices vary between £4 and £22 depending on the ticket type (groups, individuals, concession, and families), so please do [check the website](#).

Tickets are also currently on sale for their [Magical Lantern Festival](#), an evening event that will illuminate the grounds and turn it into a spectacular fusion of dual culture, vibrant colours, and artistic sculptures. There will be a range of street food and drink and souvenirs to purchase. The festival runs from 17:00 to 22:15 each night for the duration of the Annual Meeting, and tickets cost between £9.75 and £14.06.

The Gardens are about a 30-minute walk from the venue, or a 15 minute bus ride. If you are planning on getting the bus, head to the bus stop on Civic Close on the side of the road that the Prince of Wales is on, and get either the 23 bus heading to Bartley Green or Woodgate via Harborne, or the 24 bus heading to Woodgate Valley Nth via Harborne and get off at the Botanical Gardens, which is about 10 minutes away. If you are heading there from a different starting point, you can find more bus options [here](#) or on the [Network West Midlands](#) website.

Ice Skating

Located in Birmingham City Centre, Ice Skate Birmingham gives you the opportunity to get festive in the beautiful Birmingham City surroundings. Boasting the largest ice rink in the West Midlands, you can get your skates on for £9.50, or £7.50 if you're a student or senior, and £7.50 for children, via the website [here](#). Afterwards, you can head to the Ice Lounge for some festive food and drink, which is free to enter and open from 10am to 10pm. If you're heading there straight from the venue, it's either about a 30-minute walk, or a 22-minute bus ride. You can hop on a bus at the Civic Close bus stop behind the ICC, on the opposite side of the road to the Prince of Wales, and get a number 9, 12, 12A, 13, 13A, 126, or X10 to Snow Hill Queensway, which takes about 5 minutes. From there, it's about a 12-minute walk to the skate rink on New Canal Street.

PLACES TO EAT IN BIRMINGHAM

Birmingham has a history of producing comfort food. Chocolate, cocoa, custard, and tea are all famously connected with the city, but there's another side to this city's food offering. Birmingham boasts more Michelin-starred restaurants than any other city outside of London, and there's a burgeoning street food scene too. Overall, the culinary cultures of 27 different nationalities are represented here. Eating out in Birmingham, the Black Country and Solihull is like going on a gastronomic tour of the world. With the influence of Birmingham's multicultural population, a must-try is the Birmingham Balti. Just a short hop from the city's centre is the famous Balti Triangle, which now attracts over 20,000 visitors each week.

Pushkar (*Open between 12:00 – 14:30, 17:00 – 23:30 Monday to Friday, 17:00 to 23:30 on Saturday, and 17:00 to 23:00 on Sunday*) This award-winning Indian restaurant not only serves great food but also has an impressive selection of cocktails, including seven different

types of Mojito. It's also practically on your doorstep, being only a 2-minute walk away from the venue. **Address:** 245 Broad St, Birmingham B1 2HQ.

Natural Bar and Kitchen (*Open 12:00 – 21:00 Sunday to Thursday, 12:00 – 23:00 Friday and Saturday*) If you're after vegetarian or vegan food, this could be the place for you - from burgers and sandwiches to ramen and dhals. There's even a buffet! **Address:** 1 Sirius, The Orion Building, 24 Suffolk Street Queensway, Birmingham B1 1LT.

Zen Metro (*Open 11:30 – 14:30, 17:30 – 21:30 Monday to Friday, 17:00 – 22:00 Saturday, closed on Sunday*) Located in the heart of Birmingham's Colmore Business District, this restaurant offers a fusion of traditional and contemporary Thai dishes, and has a large selection of gluten-free options available. It's a great spot for lunch, dinner, or even just a drink (make sure to check out their gin menu). **Address:** 73 Cornwall St, Birmingham B3 2DF.

Wildwood (*Open between 12:00 – 23:00 Monday to Saturday, 12:00 – 22:30 Sunday*) An all-round crowd pleaser, Wildwood has something for everyone! Affordable mains, a kids menu, a gluten-free menu, a vegan menu, and only a 10-minute walk from the venue. **Address:** 66 New St, Birmingham B2 4EU

TRAVELLING TO THE VENUE

The ICC Birmingham
8 Centenary Square
Birmingham
B1 2EA
UK

Location

The ICC in Birmingham is located right next to the Birmingham Canal Old Line and is within a short walk's distance to a wealth of Birmingham's bars, restaurants, hotels, and public transport links.



By Train

Birmingham New Street, Birmingham Moor Street, and Birmingham Snow Hill are all within a 25-minute walk of the venue. From these stations, you can reach a huge number of cities across the UK, including London, Manchester, Cardiff, Newcastle, Aberdeen, and Penzance.

By Bus

The closest bus stop to the ICC is the one on Civic Close (Birmingham B1 2NW). This bus stop is behind the venue, so requires you to walk around to the front via the Birmingham Canal Old Line, or to head towards the roundabout and turn right to head towards Broad Street.

Bus numbers that stop at Civic Close behind the ICC include:

9, 10, 12, 12A, 13, 13A, 13B, 126, 829, 829A, X8, X10.

The timetable for buses stopping at Civic Close can be found [here](#). For more information about buses in the area, timetables, and fares please see the [Network West Midlands](#) website.

By Plane

[Birmingham Airport](#) is about 12 miles away from the venue and, by car, typically takes between 24 and 50 minutes to get to the venue, depending on traffic. There is a train at the airport, Birmingham International, which takes about 12 minutes to get to Birmingham New Street, from where it's about a 15-minute walk to get to the venue. Alternatively, you can get the coach from the airport to Digbeth Coach Station (which takes about 25 minutes), from which you can get the X20 bus towards Rednal from Moor Street Queensway (about 10-minute walk away from the coach station) for 2 stops to alight at Granville Street for a further 10-minute walk to the venue. For about the same amount of time (25 minutes) you could also walk it.

By Car

Birmingham is well connected by road, and is accessible by the M6, M6 Toll, M5, M42 and M54. The A34 and A38 are also options, and the M1 is just 30 minutes away. You can easily check the best routes, traffic, and travel time to the venue on [Google Maps](#).

Parking

[Q-Park car park](#) is a 4-minute walk from the ICC across the canal. Tickets for 8-hour stays can be purchased for £11.80.

There are also two large central car parks located a few minutes' walk from Birmingham's shopping and dining centres.

- [Bullring Carpark](#)
- [C4 Carpark](#)

At the ICC

Please note that there is no parking at the venue. If you need accessible parking, please get in touch with the BES Events Manager.

REGISTRATION TIMES

Sunday 16 December	09:00 – 10:00 (Early Career Day) 13:00 – 14:00 (Additional workshop registration) 14:00 – 19:30 (Main registration)
Monday 17 December	08:00 – 19:00
Tuesday 18 December	08:00 – 19:00
Wednesday 19 December	08:30 – 13:00

PRESENTER GUIDELINES

For those of you presenting either a talk or a poster, [please read the guidelines](#) on the conference website carefully before preparing your presentation.

SPEAKER ROOM

The Speakers' Area is located in the Hall 3 Gallery and will be open during the following hours:

Sunday 16 December	14.00 – 17.00
Monday 17 December	08.00 – 17.00
Tuesday 18 December	08.00 – 17.00
Wednesday 19 December	08.30 – 13.00

The speaker room is fully equipped for speakers to hand in and review their presentations. To ensure that the presentations are well prepared, speakers should bring their presentations to the room at least 2 hours before their presentations. Technical staff will be on hand to help with any issues.

	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
Sunday 16 December	08:00 – 19:00 Registration Desk															
	14:00 – 19:30 Registration Desk													14:00 – 17:00 Speaker Upload Room		
Monday 17 December	08:00 – 19:00 Registration Desk															
	08:00 – 17:00 Speaker Upload Room													10:00 – 17:00 Speaker Upload Room		
Tuesday 18 December	08:00 – 19:00 Registration Desk															
	08:00 – 17:00 Speaker Upload Room													10:00 – 17:00 Speaker Upload Room		
Wednesday 19 December	08:30 – 13:00 Registration Desk															
	08:30 – 13:00 Speaker Upload Room													10:00 – 17:00 Speaker Upload Room		
Thursday 20 December	08:30 – 13:00 Registration Desk															
	08:30 – 13:00 Speaker Upload Room													10:00 – 17:00 Speaker Upload Room		

* Extra charge to attend these events – please select when registering

*Post Conference Tours

SOCIAL EVENTS

The welcome mixer takes place on Sunday 16 December in the Exhibition Hall (Hall 3) at the ICC from 18:30 – 20:30.

The Science Slam takes place at The Flapper from 20:30 onwards. This is pre-paid for event and has now sold out.

Poster Session 1 will take place in the Exhibition Hall (Hall 3) on Monday 17 December from 18:00 – 19:30.

From 19:30 onwards on Monday 17 December, a number of SIG socials will be taking place, so please check the programme for the times and places of each of the events from our 19 SIGs. Please bear in mind that the SIG socials are spread out across Monday evening, Tuesday evening, and Wednesday morning, and so you may be able to attend more than one social event. The SIG socials are also not necessarily in the venue, so please check the details in the programme.

Poster Session 2 will take place in the Exhibition Hall (Hall 3) on Tuesday 18 December from 17:30 – 19:00.

Between 19:00 – 20:00 there will be a selection of social mixers on offer, including some of the SIG socials as well as the highly successful LGBT+ Mixer. Please check the programme for the times and places of these events.

The Conference Dinner 'BES-FEST' will take place at The Bierkeller, located at 195 - 196 Broad St, Birmingham B15 1AY, which is a 7-minute walk for the ICC. This is a ticketed event, and all tickets must be purchased in advance of the meeting. You will be able to purchase tickets at the Information Desk at registration.

On the last day of the meeting (Wednesday 19 December) we invite you to start celebrating the holidays with Christmas Day! We encourage you to come to the meeting in festive attire (jumpers, ties, tinsel, reindeer antlers – whatever takes your fancy) and tweet a photo of yourself to #BES2018.

ATTENDEE INFORMATION

Social Media

All attendees are encouraged to join the discussion via social media, so please use the hashtag #BES2018 to ensure that you are part of the conversation.

We understand that some people will not want their research broadcast. We respect that, so have created a 'do not share' image for people to download on our website and add to their poster talk or presentation. We hope that fellow attendees will also respect the request and refrain from sharing the talks or posters who show the image. If people do not

include this image on their presentation, we will assume that they are happy for their research to be shared.

Photography

There will be a photographer present for part of the event, and the photographs taken may be used for promotional purposes; if you have any concerns or queries regarding this, please come and see us at the Registration Desk.

Internet

Complementary Wi-Fi is provided throughout the ICC. Turn on your WiFi Settings, connect to ICC Free WiFi, open a browser and add your email address to access free WiFi.

Mobile App

All abstracts can be accessed via our Annual Meeting app.

Access the App via your Phone: Check your email for an invitation message from the BES CrowdCompass app. Click *Download the App* to be taken to the App Store. Click *Download* and wait for the app to install itself on your device. Once installed, open your invitation email again. Click *Verify Account*. Click *Open App* to complete the verification via your new mobile app.

Access the App via the Web: Check your email for an invitation message from the BES CrowdCompass app. Open your invitation email on the device that you plan to use at the event.

Tap *Verify Account*. Click *mobile web browser* to complete the verification via the Online Event Guide.

You can also access this through: <https://event.crowdcompass.com/bes2018> with the password BES2018

Badges

For security purposes, please wear your name badges at all times within the ICC. If your badge is lost, a new badge may be issued for a cost of £5. We recommend that delegates continue to wear their badges at the social events as well.

Currency

Birmingham uses the Pound Sterling.

Electricity Voltage

220 - 240 Volts, Type G electrical plug with three rectangular prongs.

Time Zone

Birmingham is currently within GMT (Greenwich Mean Time).

Food & Refreshments

Your registration includes the welcome mixer on Sunday evening, tea/coffee and lunch on Monday, Tuesday, and Wednesday, and the Poster Sessions.

Tea/coffee and lunches will be served in the main Exhibition Hall and the Exhibition Gallery, during the designated refreshment breaks.

If you have a specific dietary requirement (apart from vegetarian and vegan) please head to the Dietary Requirements station in the Exhibition Hall, where a host can help you locate your lunch.

We do our best to ensure that the meeting produces as little packaging as possible within the constraints of the caterers. Please note, due to health and safety regulations at the venue all gluten-free bread will be served in individual packages.

Plenary Lectures

All Plenary lectures will be delivered in Hall 1. Questions to plenary speakers will be asked via Twitter.

Families

For those of you with children, we have a family room located in the Media Suite. This room will contain a microwave, fridge and kettle, and have the blinds down for family use. There will be an area for breastfeeding. Please feel free to bring toys to use in this area. It is your responsibility to ensure children are accompanied by an adult at all times.

Childcare

We are very pleased to offer Childcare at our Annual Meeting. This will be located in the Media Suite. To be sure of a place you must book in advance, however any spaces not pre booked will be available on a first come first served basis at the event. Crèche Tickets can be purchased at the Information Desk. Please note, childcare is not available for the lunch period, so parents/carers are responsible for collecting their children and for providing their lunch.

Contemplation Room

The ICC has a prayer room, for those that need to pray. This can also be used for those that may need a moment to pause and reflect. We ask you to please not use this room for working and that all electrical items are switched off/to silence while using this space.

Mobile Phones

As a courtesy to speakers and other delegates, we ask that **all mobile phones and electronic devices be changed to silent mode before entering any session.**

Cloakroom

The cloakroom can be found below the escalators at the entrance to the ICC. This will be complementary and will be open for the duration of the meeting, but will close 30 minutes after the last event of the day finishes.

Lost Property

Please hand in lost property to the Registration Desk, where it will be made available for collection.

Smoking Policy

Please note that smoking is not permitted anywhere in the venue.

First Aid

Should you require first aid assistance during the meeting, please contact a BES team member who will be able to guide you to an appointed first aider.

Venue Security & Liability

In the event of an emergency the ICC staff will guide you to safety. There will not be any fire alarm tests during the meeting, therefore any fire alarm is the real thing.

If at any point in the meeting you have any questions or require assistance, please contact a member of the BES staff either in the information stand or the registration area, or any of our helpers – who can be identified by their blue 'Help Is Here' t-shirts.

Insurance & Liability

It is recommended that participants arrange their own personal health, accident and travel insurance. The meeting organisers will not accept liability for personal injury or loss/damage to property/belongings of participants or accompanying persons, before, during or following the meeting, on tours or during your stay in Birmingham.

Disclaimer

All the best endeavours will be made to present the programme advertised. However, the BES reserves the right to alter or cancel, without prior notice, arrangements, timetables, plans or other items relating directly or indirectly to the Annual Meeting, for any cause beyond its reasonable control. The BES is not liable for any loss or inconvenience caused as a result of such cancellation. Delegates are advised to take out their own travel insurance and extend their policy to cover personal possessions as the BES does not cover individuals against cancellation of bookings or theft or damage to belongings. Tours run by third parties may be subject to cancellation should the minimum numbers not be achieved.

TOURS – WEDNESDAY 19 AND THURSDAY 20 DECEMBER

All tours must be paid for in advance of the meeting, there are no tickets available at the meeting.

If you are attending the tour of the Library of Birmingham & Birmingham Repertory Theatre tour, you will meet outside the Library of Birmingham at 16:45 on Wednesday 19 December.

If you are attending the Cadbury World Heritage tour, you will meet outside the ICC on Cambridge Street by 12:15. The coach will leave at 12:30 promptly.

CONTACT

If you have any questions leading up to the Conference please do not hesitate to get in touch with BES Events Manager, [Amy Everard](#).