

LGA/EST Climate Change Conference and Exhibition 2010

From Copenhagen to Croydon

Wednesday 27 – Thursday 28 January 2010

Holiday Inn, Liverpool

Useful information for delegates

Conference venue – The conference venue is the Holiday Inn, Lime Street, Liverpool

Getting there – To help reduce the carbon foot print the LGA encourages delegates to use the excellent rail and bus services into Liverpool.

For detailed directions and a map on how to get to the hotel, please log on to the link below or copy and paste the URL into your browser
<http://www.hiliverpool.com/contact.php>

Accommodation – Accommodation must be booked separately through The Mersey Partnership. Please mention that you are attending the LGA climate change conference and exhibition. You can contact The Mersey Partnership by e-mail conferences@merseyside.org.uk or by telephone on 0151 237 3938.
<https://www.conferencebookings.co.uk/delegate/login>

Car parking – Car parking is available at St Johns Precinct next to the Holiday Inn. There is a special rate for those attending functions at £5 for 24hours. Please take your ticket to the Holiday Inn reception and they will stamp this.

Conference registration – The conference registration desk will be situated in the Liverpool Suite Foyer located on the first floor and will open from the following times:-

Wednesday 27 January: 09.00 – 17.00

Thursday 28 January: 09.00 – 15.30

Please allow sufficient time to register and pass through security checks.

Record of attendance – To save time during registration, it will be helpful if you could complete this prior to arrival at the event and hand it to a member of LGA staff on the registration desk upon your arrival.

Delegate badge and security – You will receive your delegate badge once registered at the event. **Please note** that you must show your badge to gain entry into the conference sessions and exhibition and present them for scanning when requested and upon entry into breakout sessions.

For security reasons it is essential that all delegates wear their badges throughout the conference and including the reception. Failure to do so may result in non-entry. Replacement badges will be available from the registration desks.

Catering – Refreshments and lunches will take place in the Liverpool Suite Foyer.

Delegate questionnaire – You will be sent an email at the end of the conference with a link to our online questionnaire. Your opinion is valuable to us, so please take a few minutes to complete the questionnaire.

Delegate messages – the registration desk can take telephone messages for delegates on **07780 614 168** – available for collection from the conference registration desk.

Cloakroom – Coat rails will be available on the first floor. If you have any luggage or bags you can leave them with the hotel reception.

First aid and evacuation

For evacuation procedures, please consult your delegate handbook.

Local information – For useful visitor information to Liverpool, log on to <http://www.visitliverpool.com/site/sitemap>

Civic Drinks reception

Wednesday 27 January from 16:15 – 16:45

Civic drinks reception is hosted by
Liverpool City Council

Venue: Holiday Inn, Liverpool Suite Foyer
First Floor,

Conference dinner

For delegates attending the full conference

Wednesday 27 January from 20:00

Venue: Holiday Inn, First Floor, Liverpool Suite

Dress code: Lounge suit

Special requirements – Please remember to advise the LGA in advance of any special dietary requirements including whether you require a vegetarian meal. Please note: special dietary requirements are pre-booked and it may not be possible to provide them if requested at mealtimes. In order to obtain your pre-booked special diet, please identify yourself to catering staff on site.

Mobility – if you are a wheelchair user, or have mobility difficulties, and you have not notified us of this on your delegate registration form, please contact Nigel Joseph on 020 7664 3153 at the LGA who will ensure that appropriate arrangements are made. All venues booked to accommodate the LGA's conference plenary and breakout sessions are fully wheelchair accessible and have adapted toilet facilities.

Workshop and fringe sessions – These will be allocated on a first come, first served basis and on the availability of space within each session. Details of all sessions can be viewed at <http://www.lga.gov.uk/lga/aio/7621927> and are detailed in the conference handbook.

Greening conferences – In an effort to reduce the environmental impact of this conference, the LGA is adhering to best practice in many ways, some of which include:-

- printing flyers and conference related documents on recycled paper
- using email for correspondence with delegates including confirmation and joining instructions enabling delegates to only print what they need

- provision of a recycling bin next to the conference registration which we encourage you to use as much as possible

Exhibition – There will be eleven exhibitors at the conference and we encourage delegates to visit them during the refreshment and lunch breaks throughout the conference. The exhibition will take place in Liverpool Suite Foyer, Holiday Inn.

Exhibitor list

Brew Centre (Oxfordshire CC)

Capita Symonds

Defra

Environment Agency Geomatics group

Groundwork

Liverpool City Council

Mainet

National Energy Action (NEA)

paperChain

powerPerfactor

World Wildlife Fund (WWF)