



Useful Pre-Conference Information

1) Contents

2) Delegate badge and security.....	2
3) Access for people with disabilities	2
4) Accommodation	2
5) Event arrangements:.....	2
6) Breakout sessions.....	3
7) Car parking	3
8) Catering	3
9) Cloakroom and luggage store	4
10) Childcare.....	4
11) Conference documentation	4
12) Event.....	4
13) Seminar Information	4
14) Exhibition and sponsors	4
15) First aid.....	5
16) Posters and Literature.....	5
17) Security.....	5
18) Social media	5
19) Smoking policy	5
20) Wi-Fi	5

The main conference will take place at City Hall, College Green, Bristol BS1 5TR.

2) Delegate badge and security

All delegates and exhibitors should report to the APSE Registration desk upon arrival where they will be given a badge. This badge will give you access to the main seminar rooms and the exhibition and catering areas.

For security reasons it is essential that all delegates wear their badges throughout the conference. Failure to do so may result in non-entry. Replacement badges will be available from the registration desks. Please note that for security, proof of identity will be requested before replacement badges are issued.

3) Access for people with disabilities

All areas of City Hall are accessible for people with mobility issues.

To ensure that we can meet any specific requirements it is advisable to contact APSE on mbutterworth@apse.org.uk

Hearing Assistance – A hearing loop is available in the Assembly Hall. If you require assistance, please inform APSE in advance.

Guide Dogs & Assistance Dogs - Guide Dogs and Assistance Dogs are permitted into the conference venue. They are to be kept on a lead at all times and under control. Water is provided on request.

4) Accommodation

All accommodation booked via APSE will be detailed on your joining instructions email. Please ensure that you have checked the content of the letter to ensure that you have the correct accommodation requirements.

5) Event arrangements:

Tuesday 10 September: Pre-seminar reception at the Clayton Hotel

Dress code is smart / casual. The function begins at 7:30pm and all seminar attendees are invited to attend. A light finger buffet will also be served on the night.

Wednesday 11 September: APSE's Annual Seminar, Exhibition and Annual General Meeting

City Hall, College Green, Bristol BS1 5TR

11am – Coffee, Registration and Exhibition Viewing

1pm – Seminar commences

Wednesday 11 September: APSE AGM Evening Reception

Brunel's SS Great Britain, Great Western Dockyard, Gas Ferry Rd, Bristol BS1 6TY

7:30pm arrival on the ship. Drinks and canapes will be available along with some entertainment

Thursday 14 September: APSE's Annual Seminar and exhibition

City Hall, College Green, Bristol BS1 5TR

9.30am – Coffee, Registration (for Thursday Delegates) and Exhibition Viewing

10am – Seminar commences

Thursday 14 September: APSE's Annual Service Awards and Charity Dinner

Mercure Bristol Grand Hotel, Broad St, Bristol BS1 2EL

Dress code for the Thursday evening Annual Service Awards Ceremony should be lounge suits or evening wear. Dinner suits are optional.

7:00pm – Pre-dinner drinks reception

7.30pm – Annual dinner

9.30pm – The APSE Annual Service Awards 2024

10.30pm – Celebrate on the dancefloor

12.15am – Carriages

6) Breakout sessions

The innovation forums will take place on Wednesday at 3pm. You do not require any tickets to enter these however it is advisable that you reserve a place on your chosen breakout session [here](#) to ensure that there is adequate space.

7) Car parking

There are multiple car parks in close proximity to the City Hall, however please note there is no car parking on site. The closest NCP is Rupert Street, Bristol, BS1 2PY.

8) Catering

Refreshments and lunch breaks will all take place in the exhibition area.

If you have special dietary requirements please ensure that APSE has been made aware by contacting the APSE on mbutterworth@apse.org.uk, please identify yourself to catering staff in the exhibition halls if you do have pre-informed special requirements.

You will need to inform APSE in advance if you are attending the awards dinner and require a vegetarian meal or any other specific dietary requirement as we cannot guarantee we would be able to cater for your needs at the awards dinner if we have not been informed in advance.

9) Cloakroom and luggage store

There will be a designated area for luggage to be held which will be at the owners risk, APSE registration staff will direct you to the area.

10) Childcare

There are no childcare facilities at the seminar and due to the nature of the exhibits it is not recommended for children to be brought on site.

11) Conference documentation

On arrival at the conference, delegates will receive a delegate pass and a conference bag containing:

- the conference brochure (which includes all detail regarding the conference programme, speakers, and workshops)
- the delegate list and other useful conference information.

12) Event

Elements of the seminar and awards will be filmed and placed on the APSE website following the event. An official photographer will also be onsite throughout the duration of the seminar and awards, some images will be used in future promotional materials. Photographs from the Annual Awards dinner will be available on the APSE website from Friday 20 September 2024. Please note - press will be present at this event to report on the seminar.

13) Seminar Information

The registration desks will be open throughout the duration of the conference and the APSE staff will be happy to help with any queries.

14) Exhibition and sponsors

The exhibition is a key part of the seminar and we value the contribution that they make to the seminar. During your visit to the seminar please make time to visit the stands where you will receive a very warm welcome.

The exhibition will open at 11am on Wednesday 11 September.

The conference brochure details information about the exhibitors including further contact details.

15) First aid

First aiders are located throughout the building, if you require first aid, please go to the APSE registration desk.

16) Posters and Literature

Only pre-authorized posters, banners stands, and literature can be displayed and any unauthorized items will be removed and may be charged for.

17) Security

There will be security personnel onsite and throughout the venue. The venue reserves the right to eject anyone without the appropriate APSE seminar badge.

There will be random bag searches during the registration period – delegates will be expected to offer their bag for checking if requested.

18) Social media

Before, during and after the conference you will be able to:

- join the conversation on X through @apseevents and @apsenews
- Information linked to the seminar and awards will be available using the hashtag #apse24

19) Smoking policy

All areas of the event are non-smoking, designated smoking areas are clearly signposted outside of the building

20) Wi-Fi

There is free WiFi throughout the building, please log into the building's network upon arrival.