



## JOINING INFORMATION

---

### THE VENUE

The Communication Matters 2019 International AAC Conference at the **University of Leeds** will start on **Sunday 8<sup>th</sup> Sept at 13.00**. The conference will end on **Tuesday 10<sup>th</sup> Sept at 15.45**.

Travel information and a campus map are at the end of this document. The conference is being mainly held in the Parkinson, Michael Sadler and Clothworkers buildings. You may find it helpful to familiarise yourself with the venue layout:

- **Storm Jameson Court in Charles Morris Hall** - Registration for Sunday delegates & accommodation
- **Parkinson Building (including Baines Wing)** - Registration after 10.00 on Monday and Tuesday, exhibition, lunch, tea/coffee & seminar rooms
- **Michael Sadler Building** - 4 seminar rooms
- **Clothworkers Building** - 4 seminar rooms
- **Riley Smith Theatre (Leeds University Union)** - Sunday Annual Meeting, Monday keynote & Tuesday plenary
- **Refectory** - Registration from 07.00-10.00 on Monday and Tuesday. Breakfast and Sunday & Monday dinner

The buildings are close to each other and well signposted. Please note the campus is open to the public. Anyone under the age of 18 must remain the responsibility of an accompanying adult.

A **no smoking** policy operates in all meeting rooms, lecture theatres, foyers, public areas, bars, doorways, entrances and bedrooms.

Do bring warm/waterproof clothing and an umbrella as the weather can be very variable at this time of the year.

**Registration** takes place in Storm Jameson Court (Charles Morris Hall) for all delegates arriving on the Sunday. For those arriving on the Monday or Tuesday, registration will be in the Refectory foyer from 07.00-10.00 and in the Parkinson Building foyer after 10.00.

**Residential accommodation** is also in Storm Jameson Court for the majority. The reception desk is open 24 hours a day and can be contacted on 0113 343 2750. **Checking out:** Please check out of your room and return your key to Storm Jameson Court reception by 10.00 on your day of departure. AAC Users and their PAs will have an additional one hour (until 11.00) to depart. You will be charged £20 by the university if your key is not returned. Luggage can be left in a secure area at Storm Jameson Court on day of check-out.

The **Provisional Timetable** is available from the Communication Matters website:

<https://eu.eventscloud.com/ehome/cm2019conf/programme/> but please note this is subject to change. Abstracts will be available at this link the week before the conference. If you have any questions before the conference, please ring Communication Matters on 0113 343 1533 or email [admin@communicationmatters.org.uk](mailto:admin@communicationmatters.org.uk). If you require any help during the conference, please ask one of the conference organisers (wearing a **red lanyard**) or phone the CM Conference Line on 07908 929868.

---

## HOW TO REGISTER ON ARRIVAL

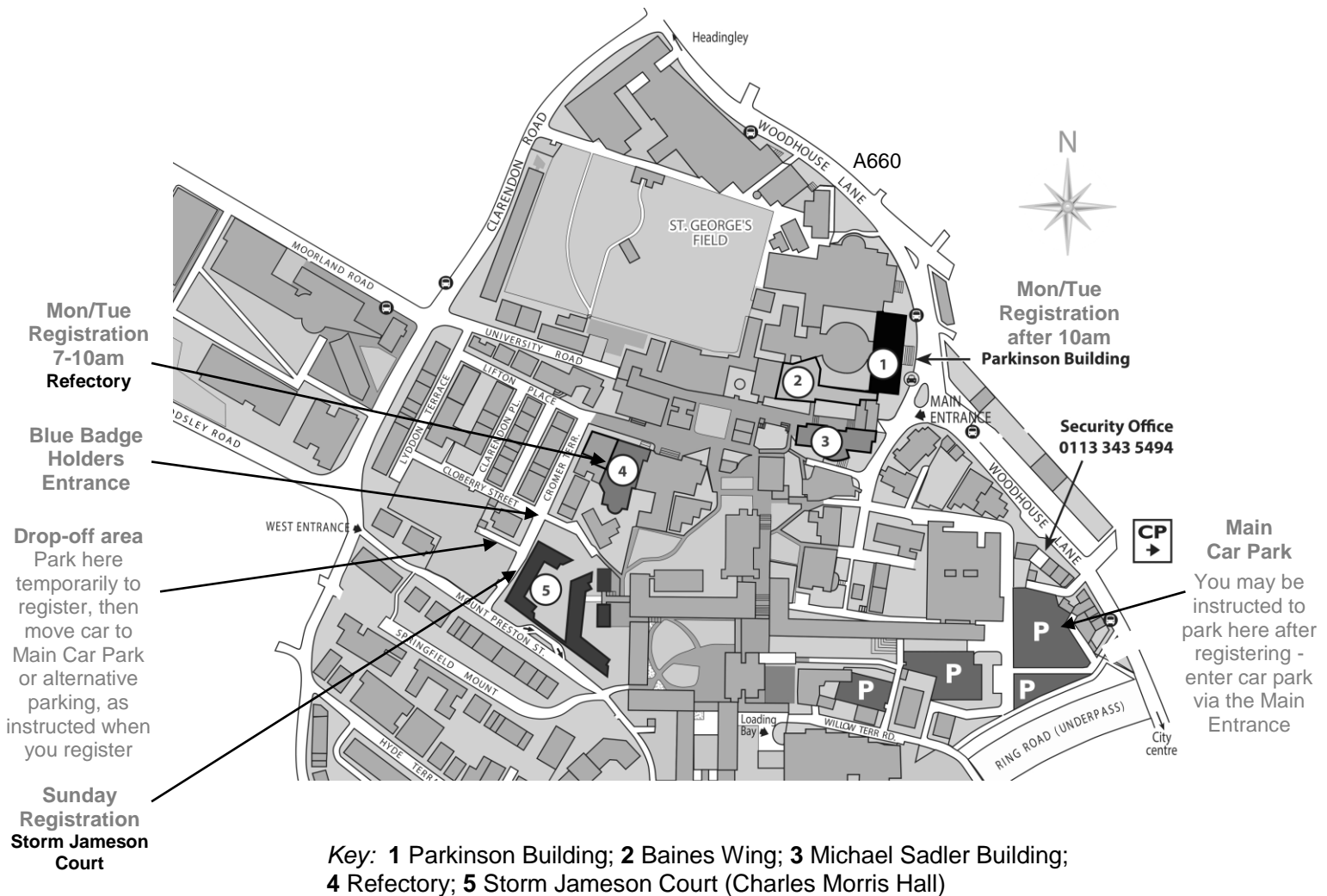
You must register on arrival:

All delegates arriving **Sunday** will register at **Storm Jameson Court Reception**  
All delegates arriving **Monday or Tuesday 07.00-10.00** will register at **Refectory Foyer**  
All delegates arriving **Monday or Tuesday after 10.00** will register at **Parkinson Foyer**

**Arriving in YOUR CAR** - Turn into Clarendon Road from the A660 (Woodhouse Lane). After the second set of traffic lights, turn left into **Mount Preston Street (postcode LS2 9JP)**. Storm Jameson Court (Charles Morris Hall) is on the left after about 350m. Follow parking marshals to park near the nursery opposite Charles Morris Hall, situated off Cromer Terrace. Then go to Storm Jameson Court reception to register (*See page 3*).

**BLUE BADGE HOLDERS** - Turn into Clarendon Road from the A660 (Woodhouse Lane). After the second set of traffic lights, turn left into Mount Preston Street. Storm Jameson Court (Charles Morris Hall) is on the left after about 350m. Go left onto **Cromer Terrace (postcode LS2 9JR)** past Storm Jameson, then take a right and go to the barrier where you will be let through to unload.

Parking information will be given to you at registration. Leave your luggage, if you wish, at the reception area while you park your car in the allocated place.



**Arriving by TAXI** – ask the driver to drop you off at the metal bollards in front of **Charles Morris Hall (Storm Jameson Court)** on Cromer Terrace.

Arriving by BUS or ON FOOT – go to the **Parkinson Building** on **Woodhouse Lane** (postcode LS2 9JT) – it's the building with a large clock tower shown below – then turn into Cavendish Road to the left of the building and enter the campus at street-level through the 'three arches'. Then follow the signs through the pedestrianised campus to Storm Jameson Court, in Charles Morris Hall.



---

## REGISTRATION

When you register, you will be given a conference pack containing the final conference programme, list of presentations and other information. If you use a wheelchair or have access needs, help is available from one of our 'Conference Makers' wearing a yellow Communication Matters T-shirt & yellow lanyard (see the *Help and Information* below).

- **Sunday 8<sup>th</sup>** – Register from 13.00 to 22.00 at the CM Registration Desk at **Storm Jameson Court** (if you have booked a room, the keys will be available from 13.00).

Please do your best to arrive before 14.00 so you can register and then proceed to the Students' Union to visit the Art Exhibition and meet the artists and have a go at the games on the precinct! The Communication Matters Annual Meeting will be held at 16.00 in the Riley Smith Theatre, followed by the nomination presentations and voting for the Alan Martin Award. (Please note the winner of the Alan Martin will be announced at the AAC Awards in October).

The Exhibition in the Parkinson Building will be officially opened with a Welcome Drinks Reception at 18.00. If your registration includes an evening meal, dinner will be served in the Refectory Dining Room from 19.30 to 20.45.

If you arrive after 22.00, please go to the reception desk at Storm Jameson Court, which is staffed 24 hours; the night porter will have your room keys. In case of difficulties, ring one of the conference organisers (see *Help and Information* section). Important: If you are intending to arrive after 22.00, let us know your estimated arrival time so we can tell the porter to expect you – email [admin@communicationmatters.org.uk](mailto:admin@communicationmatters.org.uk)

- **Monday 9<sup>th</sup>** – Register from 07.00-10.00 in the **Refectory** foyer and after 10.00 in the **Parkinson Building** foyer. If there is no one at the desk, please tick your name on the delegates list and help yourself to your name badge and a conference pack; if you have a room booked, please collect your room keys from the reception desk at Storm Jameson Court.
  - **Tuesday 10<sup>th</sup>** – Register from 07.00-10.00 in the **Refectory** foyer and after 10.00 in the **Parkinson Building** foyer. If there is no one at the desk, please tick your name on the delegates list and help yourself to your name badge and a conference pack.
-

## ACCOMMODATION

Towels and complimentary toiletries will be provided. Storm Jameson Court offers high quality student accommodation and a 24-hour reception service. The stylish bedrooms feature single beds, internet access and room safes. Kitchen and lounge areas are shared between 6-8 rooms. There are tea and coffee making facilities provided in the shared kitchens or in the bedrooms in your accommodation. An iron and ironing board is available in each kitchen. If there are any issues with your room, please go to Storm Jameson Court reception where a member of the university staff will be able to help. The university has excellent sports facilities, including a pool, at The Edge which are available for use, free of charge, by residential delegates. *Note: If you are allocated a room off-site, separate details will be provided.*

---

## INTERNET ACCESS

Please bring your laptop/tablet if you need to access the internet to check emails, etc. WiFi internet access is available in the seminar rooms, exhibition area and accommodation. You will be given a WiFi code at registration.

---

## PHOTOGRAPHY

Please sign the image consent form sent to you by email and bring it with you to registration to give your consent for video and photographs to be taken during the conference. If our photographer would like an individual shot of you then he will ask you first. If you do not wish for any photos to be taken of you, please sign the image form to state this and add a red star label to your name badge (available at registration).

---

## FANCY DRESS THEME

For the Monday Conference Dinner there will be a fancy dress, the theme this year is 'Strictly AAC'. Optional of course but we're imagining all the glitzy ballroom dancing outfits from Strictly Come Dancing so come and join in the fun! Get thinking and get dressed up!

---

## HELP AND INFORMATION ON THE DAY

If you need any help, advice or information, please ask one of the **Conference Organisers** (wearing a **red lanyard**) who will be delighted to help you.

If you have wheelchair or access needs, there are several '**Conference Maker**' **Assistants** (wearing a yellow Communication Matters T-shirt and **yellow lanyard**) who can provide assistance. Do not hesitate to call on their help at any time – but please do not ask assistants to help with the lifting of persons or furniture, or with personal care.

If you are unable to get the assistance you require, phone the CM Conference Line 07908 929868. The organising committee and the university's conference staff have worked very hard to ensure that you have a trouble-free and enjoyable conference.

Please report any problems or difficulties immediately, however small, to one of the Conference Organisers or Assistants. We can only help if we know you have a problem!

## EMERGENCY CONTACT FORM

You will have been sent an emergency contact form along with your registration acknowledgement email. Please complete the form and email it back to [admin@communicationmatters.org.uk](mailto:admin@communicationmatters.org.uk) as soon as possible.

## TRAVEL

The campus is approximately half a mile from the city centre on Woodhouse Lane, the A660. Leeds has great transport links from all parts of the UK.

**COACH** – The National Express Coach Station is adjacent to the Central Bus Station.

**TRAIN** – For rail travel details visit: [www.nationalrail.co.uk](http://www.nationalrail.co.uk). Trains run frequently from London King's Cross. You can get from the station to the campus by taxi, bus or on foot. There will be a meet & greet service from the university team at Leeds Train Station from 11am to 6pm on the Sunday. Look out for the CM Logo!

**BUS** – Bus no. 1 leaves from Infirmary Street, near the Railway Station in City Square (see map below), to the campus every ten minutes during the day and every half hour in the evening. There are frequent buses from the Central Bus Station, including nos. 28, 56, 95, 97. Get off the bus at the main entrance adjacent to the Parkinson Building, *then see page 3 on how to proceed*. More details on bus travel can be found on [www.wymetro.com](http://www.wymetro.com). A single trip ticket from the city centre to the university is £1-£2. Buses can carry one wheelchair at a time; the driver can lower the bus and/or extend the ramp to street level.

**TAXI** – Ask the driver to go to Charles Morris Hall, Mount Preston Street, LS2 9JP. *Then see page 3 on how to proceed*. 'Black and White' taxis can be hailed anywhere.

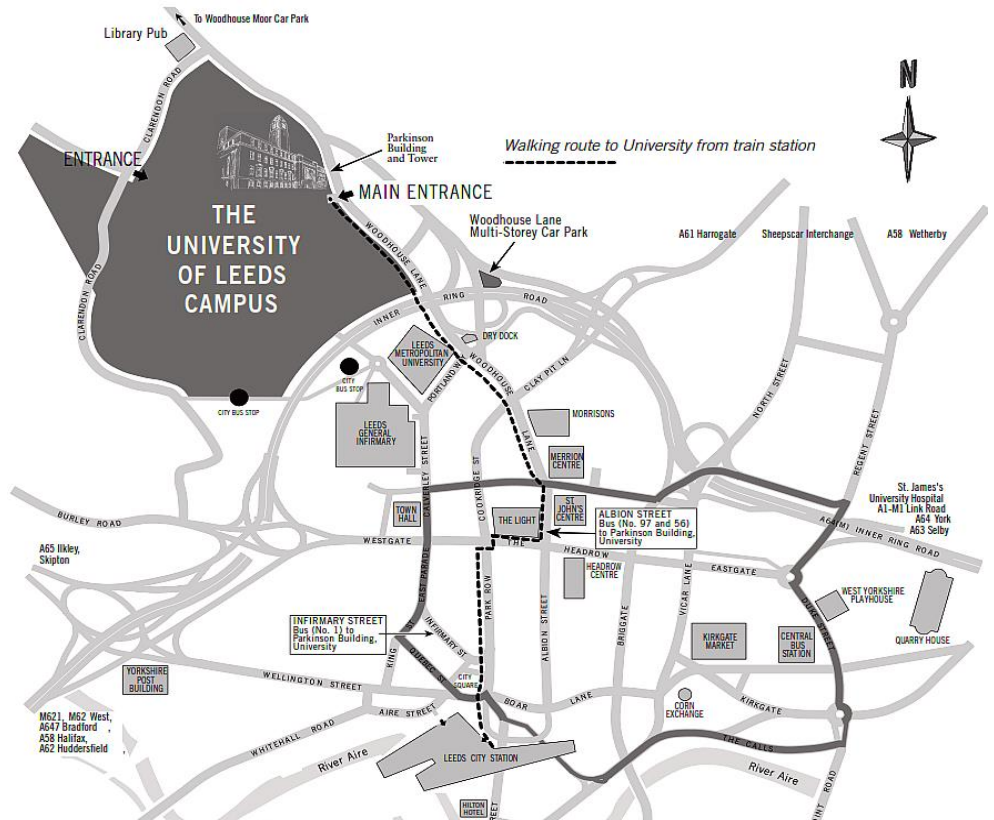
**PRIVATE HIRE CARS** must be pre-booked – Amber Cars (0113 202 2117); Arrow Cars (0113 258 5888); Streamline Taxicabs (0113 244 3322). Ask the driver to go to Charles Morris Hall, Mount Preston Street, LS2 9JP. *Then see page 3 on how to proceed*.

**FLIGHT** – Leeds Bradford Airport is 10 miles away. It is best to take a taxi from there (approx £20). Arrow Cars (0113 258 5888) are the official Leeds/Bradford Airport taxi company. There is also a bus from the airport to the city centre ([www.lbia.co.uk](http://www.lbia.co.uk)). Manchester Airport is 60 miles away ([www.manchesterairport.co.uk](http://www.manchesterairport.co.uk)) with frequent trains to Leeds.

**ON FOOT FROM TRAIN STATION** – The university campus is a 20-30 minute uphill walk from the train station.



- Leave the station building through the exit opposite the ticket barriers.
- Turn left, past the bus stops, then after about 40m cross the road at the traffic lights, heading north (see map) up Park Row.
- At the top of Park Row, turn right onto The Headrow, passing *The Light* shopping centre on your left.
- Immediately after *The Light* turn left onto Albion Street which leads into Woodhouse Lane. Keep on the left side of the road, passing Sainsbury's and Morrisons, the Technology Campus (City College), Leeds Beckett University and Dry Dock boat pub, heading uphill for the Parkinson building (white clock tower).  
*See page 3 on how to proceed.*



**CAR** – Registration takes place at Storm Jameson Court (Charles Morris Hall), Mount Preston Street (postcode LS2 9JP) for delegates arriving on Sunday.

**From the North, via A1:** Leave the A1 at the Ferrybridge services, to join the M62 westbound. Exit the M62 at Junction 29 to join the M1 northbound. From the M1 follow signs for the M621 (Leeds City Centre). Then follow directions in the bullet point below.

**From the South, via M1:** From the M1, follow signs for the M621 (Leeds City Centre). Then follow directions in the bullet point below.

**From the West, via M62:** Exit the M62 at Junction 27, signposted Leeds M621. Then follow directions in the bullet point below.

**From the East, via M62:** At Junction 29 of the M62, turn onto the M1 north. From the M1 follow signs for the M621 (Leeds City Centre).

**Then:**

Exit the M621 at Junction 2 (*not 2A*), signposted A643 Wetherby (A58). At the roundabout take the third exit, signposted City Centre, Wetherby A643 (A58). After leaving the roundabout, stay in the middle or right-hand lane following signs for City Centre A58. After 1 mile, take the exit marked Skipton A660, Universities.

Continue on the A660. At the top of the hill, bear left past Leeds University's Parkinson Building (large grey building with tall clock tower). At the traffic lights turn left onto Clarendon Road. After the second set of traffic lights, turn left onto Mount Preston Street. Park near Storm Jameson Court (Charles Morris Hall) which is on the left after about 350m. *See page 3 on how to proceed.*

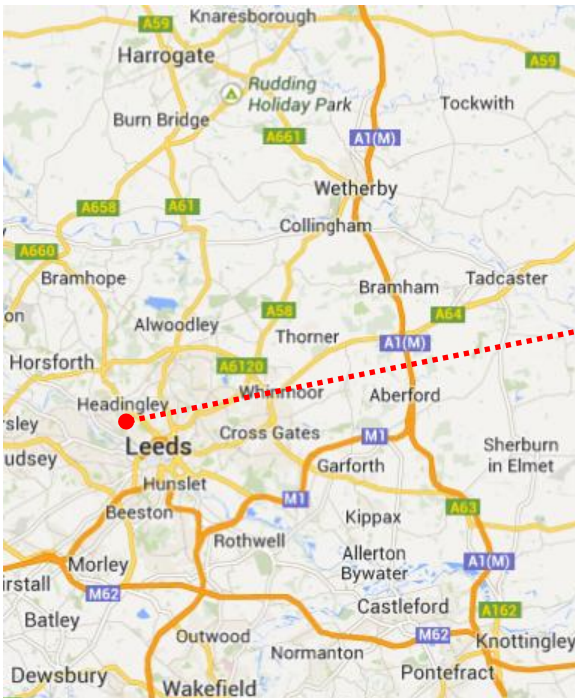
**Car Parking:** Parking is restricted, so please car-share where possible. There is a Facebook group you can join to make your own car-sharing arrangements with other delegates, as the office is unable to help with this. Please go to <https://www.facebook.com/groups/CMconferencecarshare/>. If you are parking in the multi-storey car park (orange zone) you will be given a code at registration to Pay & Display (the cost to you is approx. £7 per day). If you arrive on Monday or Tuesday, please find your own parking, such as at the [Woodhouse Lane](#) car park.

**Blue Badge Holders:** please email [admin@communicationmatters.org.uk](mailto:admin@communicationmatters.org.uk) with your car registration details by 16<sup>th</sup> August as accessible parking spaces will be provided to you free of charge. You will be advised where to park at registration.

**Park & Ride:** Please consider using the Elland Road or Temple Green Park park & ride service to avoid city centre congestion, for details please visit: <https://www.wymetro.com/park-and-ride>

Further travel information can be found here (but please ignore the comments on parking):

[http://www.leeds.ac.uk/info/5000/about/131/find\\_us](http://www.leeds.ac.uk/info/5000/about/131/find_us)



**University of Leeds**

