

Delegate Information

CONTENTS

Covered in this pack

In this pack you will find all the information you need to know regarding attending the conference venue in person. Please read through this document before attending.

- Preparation
- Arrival instructions
- What is provided
- What is included
- Conference app
- Photography and recording
- Session information
- Directions to the venue
- Contact details

PREPARATION

Take action

For your own comfort and peace of mind, we recommend you take the following actions prior to attending the conference.

MOST IMPORTANT: THE VENUE IS AIR CONDITIONED. Please wear/bring layered clothing as room temperatures tend to be cool. It is easier for delegates to individually regulate their own temperature than keep adjusting the venue temperature (which can take hours to respond).

- If you drive to the venue, please ensure you input your registration number at the hotel registration points each day to ensure you are not charged for parking.
- **HANDOUTS** – many people nowadays prefer environmentally friendly options to save paper, so all handouts for the in person conference will be made available via the website and the delegates Dropbox folder for delegates to download and add to their preferred app or print for themselves, if they choose to do so.
- Ensure you have responded to any specific requests made by the organisers

ARRIVAL INSTRUCTIONS

Registration

Arrival time

Upon arrival at the hotel, make your way to the International Suite, which is in the back quadrant of the hotel (assuming you enter by the main entrance). If you are staying at the hotel, please ask the hotel concierge about luggage storage as we do not have secure facilities to store your luggage.

Please allow enough time to arrive for registration as sessions will start promptly on each day. The registration desk will be open from 8am each day.

Give your name at the conference registration desk, which is situated next to the International Suite, where you will be signed in and given your delegate badge and conference resources. You only need to register once, even if you are attending for more than one day.

Please wear your badge prominently at all times so that we know you are a conference delegate. Failure to do so may result in you being refused entry.

Please remember to return your badge and lanyard when you leave on your final day.

WHAT IS PROVIDED

Please note

In your conference goodie bag, you will find:

- A copy of Rapport Magazine – flip the magazine over to locate the conference brochure
- Your own learning journal for note taking
- A bamboo pen
- A refillable insulated bottle

Also:

- The conference brochure was correct at the time of going to print. Any changes to the programme can be found on the conference website and will be posted in the main reception area.
- The registration desk will be staffed throughout the day to provide you with information and assistance. We also have dedicated room stewards who will be able to support you in sessions.
- Please visit the ANLP Exhibitor stand to collect your CPD Certificate.

WHAT IS INCLUDED

Look forward to

Catering and Refreshments

As a delegate, you can look forward to free refreshments and food throughout the day you are attending including a free buffet lunch. The hotel are confident they can meet any specific dietary requirements notified to them in advance (you will have completed the Pre Conference Survey for this). Please note that accommodation, breakfast and evening meals are **NOT** included.

Conference Access

You can attend any session of your choice on the programme during the conference weekend and recordings of all sessions will be made available after the event once these have been edited. You will receive a notification email when these have been made available.

Free Wi-Fi

There is access to free Wi-Fi throughout the hotel.

PHOTOGRAPHY & RECORDING

Please take note

Photography Disclaimer

Please note that video footage and photographs will be taken throughout the conference. These may be used in future marketing and publishing material.

If you would prefer NOT to be recognised (i.e. face shots), please send an email with an image of yourself stating this to: nlpconference@anlp.org

Session Recording

Please note that the filming or recording of any sessions by delegates is NOT permitted.

ALL Sessions are being recorded and will be made available to delegates on the conference website.

If you have any concerns or questions in relation to this, please speak to one of the designated room stewards.

SESSION INFORMATION

Important Points

Please arrive promptly to all sessions to ensure a seat and avoid disappointment, as you may be unable to attend if the session is full. There are two admittance rules:

1. Presenters may ask for no late entries because they will disrupt the flow or have an impact on the session e.g. missing the pre-frame etc
2. If a session fills up, admission may be refused due to hotel H&S rules

Make use of the app by showing your interest in your chosen session and keeping track of its popularity.

Each presentation will vary with regards to information or handouts available. Please liaise directly with the presenter of the session if you would like specific or further information about the topic.

When leaving a session, please ensure you take all of your belongings with you. Any lost property found by the organisers will be handed in to the conference reception desk, near the entrance of the Orbiter Conference Centre.

DIRECTIONS

The conference is taking place at:

Sheraton Skyline Hotel London Heathrow, Heathrow, Bath Road, Hayes UB4 5BP

For directions and venue information, please visit <https://www.nlpconference.com/venue>

CONTACT DETAILS

Contact Us

After 10am on Friday 15th May, the Organisers will be at the hotel, setting up the conference. If you urgently need any additional information after 10am on Friday, please leave a message for us on 020 3051 6740 or contact the hotel direct on 0208 759 2535.