

IEPC 2009 HARROGATE - HELPFUL INFORMATION Issue 2.

Airport Links See www.enterprisepromotion.org/travel.htm

Harrogate is near to Leeds Bradford International Airport (Airport Code LBA) which has scheduled services from over 65 cities in the UK and Europe. Leeds Bradford Airport is just a 20 minute road journey from Harrogate which can be reached by Taxi for a fare of around £25 each way or the 767 Airport Express Bus Service, which runs 12 times a day connecting the airport to Harrogate Town Centre Bus Station for a single fare of about £4.50 or £7.00 return. The nearest stop to the HIC is Cheltenham Crescent.

International delegates should also consider flying through the following hub airports which have either air connections to Leeds Bradford or rail connections via Leeds or York to Harrogate: Amsterdam Schiphol; London Gatwick ; London Heathrow or Manchester International. Details of connections from each of these Airports are given on the Travel Information Page.

Banks:

Most of the major UK clearing banks are located near the War Memorial at the junction of Cambridge Street, James Street and Parliament Street. From HIC walk to the traffic lights near the Royal Hall and then left up Parliament Street to the War Memorial .

Bus Services:

Harrogate is well-served from many areas of the UK by the National Express Coach service either direct or via Leeds. See www.nationalexpress.com. There is also an Express Bus Service No X54 between York and Harrogate. Local Bus Services 2a & 2b from the Bus Station to Bilton go to the HIC every 15 minutes with a 5 minutes journey for £1.00. See www.harrogateanddistrict.co.uk .

A regular Bus Service runs from Leeds Bus Station to Harrogate - the No. 36 Bus Route - which is served by a distinctive double-decker bus that travels between Leeds and Harrogate throughout the day. The nearest bus stop to the Harrogate International Centre is Cheltenham Crescent, just after passing the new Exhibition Hall.

Car Parking

There is a 300 space underground Car Park beneath the Harrogate International Centre with entrance off Springfield Avenue and direct access into the HIC. The parking charge is currently £4 for up to 3 hours, £7.50 for up to 6 hours, £11.50 for up to 12 hours and £13 for up to 24 hours, payable on arrival - display ticket in windscreen.

There is also a 440 space multi-storey Jubilee Car Park just across Kings Road with entrance from Cheltenham Crescent. The charges are currently. £1.30 per hour for up to 9 hours during the daytime 07.00-18.00 and £13.00 for up to 24 hours, payable on departure. Open hours 07.00-23.59.

On-street parking around the HIC is subject to pre-payment by meter at a rate of £1.20 per hour for up to 3 hours at a time between 08.00 and 18.00. A little further away FREE parking is available for periods of up to 3 hours at a time subject to display of a self-set clock disc displayed in the vehicle's windscreen. Parking Discs are freely available from the HIC Reception Desk.

Disabled Delegates

The Harrogate International Centre offers good wheelchair access throughout. Toilets for disabled visitors are available.

Dress Code

The preferred dress code is business attire throughout the Convention Sessions and the Welcome Reception. Informal attire is suitable for the Group Night Out options. An outer jacket or raincoat is advisable for walking between your hotel and the Welcome Reception in the Royal Hall on Sunday evening and also for the Group Night Out on Monday evening.

Electricity Supply

Voltage 240 volts, Frequency 50 Hz. Electrical plug type G – with three flat prongs forming a triangle. Shaver sockets are two pin.

Emergencies

In a serious emergency dial 999 or 112 for police, fire or ambulance services. For any problem necessitating immediate contact with the Convention Organisers call either 07836 537512 (Brian Dunsby) or 07816 937441 (Maggie Hall).

Exhibition

Enterprise EXPO will be situated in Hall D of the Harrogate International Centre in between the main Auditorium and the Queens Suite, where delegates will also take all their refreshment and lunch breaks, thus providing many opportunities to look at all the Exhibits. The EXPO will be open from 12.30 Sunday until 11.00 Tuesday. In addition several sponsors, exhibitors and publishers have inserted relevant literature in all Delegate Packs. Please mention that you made contact with them through this Convention.

Information Centre

Harrogate Tourist Information Centre is about 250 metres from the HIC, situated on Crescent Road at the western end of the Royal Baths. Telephone 01423 537303 Fax: 01423 537305, e-mail: tic@harrogate.gov.uk Web site: www.enjoyharrogate.com The TIC will provide a Visitor Information table in the Enterprise EXPO. Illustrated maps of Harrogate Town Centre and Harrogate District will be provided in all Delegate Bags, by courtesy of Harrogate Chamber of Trade & Commerce..

Internet Café

A FREE 14-station Internet Cafe with high-speed broadband connection is being provided by HIC on the mezzanine level between the main Foyer and the Auditorium. (Level 5). This facility should be used only for short periods of up to 10 minutes at a time, with consideration shown for other Delegates waiting to use it.

Wi-fi connection to your own laptop is also by available throughout the HIC by purchasing a wi-fi connection card from the HIC Reception Desk, currently costing £4.00 and valid for up to 60 minutes intermittent use during the Convention.

Liability

The Organisers, Perlex Associates, Host Company IAEP and Venue HIC accept no liability howsoever arising from the Convention booking or attendance. They also accept no responsibility for loss, damage or injury to persons or property during the Convention. Please take good care of all personal belongings, particularly laptops. Do not leave these unattended in any Convention Rooms.

The Organisers reserve the right to make any necessary changes to the Programme and the arrangements for the Convention.

Literature Display Table

There will be one large table where registered delegates may display a single pile of relevant literature for other delegates to pick up if

interested. This facility must not be overloaded with multiple piles of similar leaflets from any one organisation unless this has been pre-arranged and paid for. Unauthorised piles of duplicates and any other literature left lying around the Convention rooms will be removed and scrapped.

Lunch

A multiple choice hot and cold two-course Buffet Lunch will be served in Hall D on Sunday and Monday. There will be one sitting on Sunday at 12.30 and two sittings on Monday at about 12.30 and 13.00. Please do not all go for the first sitting – take time to look around the Exhibition or adjourn to the bar in Hall D. Meals must be pre-ordered and different tickets will be issued for each day. On Tuesday a packed lunch may be collected in the HIC Foyer from 12.00 to facilitate a speedy departure – or you may stay and eat it in Hall D. Delegates must hand in their correct colour-coded lunch tickets for each day to get a meal.

Messages

Messages for delegates may be posted on the Convention Message Board near the Check-in Desk. Postcards for writing messages will be available from the Convention Secretariat.

Networking

Delegates may use the lounge areas on Level 4 and Level 5 outside the main HIC Auditorium and also outside the Queen's Suite for informal networking discussions. A Cafeteria will be available on Level 5 each day.

Photocopying

Photocopying services are available from the HIC Reception Desk in the main Foyer at a cost of 10p per A4 black and white page.

Presentation Testing

All Speakers should bring their PowerPoint file on a CD or a USB stick to the Testing Station at the entrance to the Queen's Suite at least 2 hours before their scheduled presentation session so that our Technicians can check that it will open correctly on our laptops. Each Workshop Room is equipped with a data projector and a laptop computer so that Speakers can insert their own USB sticks or CDs – but NOT 3.5 inch floppy discs. Personal laptops must not be connected to these data projectors as this may disturb the settings needed by other speakers. (*Note: Overhead projectors will NOT be available at this Convention.*)

Rail Services

By rail, Harrogate is located midway between Leeds and York, with regular commuter train services on the local line between York, Harrogate and Leeds operated by Northern Rail. This service has good connections with Inter City trains from across the UK at both Leeds and York. Harrogate Station is about 10 minutes walk downhill to the HIC – follow the purple banners on lamp-posts. Alternatively take Bus Service 2a or 2b from the adjacent Bus Station destination Bilton and alight at the HIC in Kings Road. (6mins)

Refreshment Breaks

A choice of coffee, tea or iced water will be provided for the mid-morning and mid-afternoon breaks each day. All breaks will be in the Hall D Enterprise EXPO area on the ground floor with several serving stations.

Restaurants & Bars

There are many Restaurants, Bars and Night Clubs in Harrogate, within a few minutes walking distance of the HIC and most hotels and guest houses. A list of known restaurants and an illustrated street map of the town centre will be included in Delegate Bags.

Secretariat

The Secretariat can be found during normal hours either at the Convention Check-in Desk or in the Organisers Office near the main HIC Reception Desk in the Ground Floor Foyer (Level 4)

Security Arrangements

We aim to ensure maximum security and to exclude potential gatecrashers. Therefore all delegates and all accompanying persons must wear their Convention Name Badges at all times within the HIC. In addition specific numbered tickets will be needed for each lunch, for the evening social events and for the tours. If not pre-booked, then it may be possible to obtain extra tickets at the Convention Check-in Desk, subject to the appropriate fees being paid in cash.

Smoking

It is against the law to smoke in a public place throughout the UK, including pubs, clubs and restaurants and on public transport. Smoking is not permitted in any of the public areas in the HIC. Smoking is only allowed outside the building at ground level, away from the main entrance doors.

Special Needs

Would delegates with special access, dietary or other needs please ensure that the Convention Secretariat have full details well in advance so that every effort can be made to meet those needs during the event as far as practicable.

Taxis & Private Hire Cars

Taxis can usually be found waiting at Leeds Bradford Airport and at Harrogate Rail Station which is adjacent to the Bus Station. Details of the main operators are given on the Travel Information page. www.enterprisepromotion.org/travel.htm

Venue Location & Contacts

For delegates wishing to contact the Harrogate International Centre (HIC) by post, telephone, fax, e-mail, website or satellite navigation, the full details are as follows: Harrogate International Centre, Kings Road, Harrogate HG1 5LA. Tel: +44(0)1423 500500 Fax: +44(0)1423 537270 E-mail: sales@harrogateinternationalcentre.co.uk . Website: www.harrogateinternationalcentre.co.uk

Visas

Delegates from outside Europe should check whether they need to apply for a UK Entry Visa on www.ukvisas.gov.uk. If an official invitation letter is required to support an application for a visa, then a written request should be sent to the Convention Secretariat on the official stationery of the organisation, endorsed by a senior officer.

Weather in Harrogate

Harrogate's climate is fairly mild and temperate with intermittent rain. Typical daytime temperatures in November are usually in the range 8-14 degrees Centigrade. Coats or jackets would normally be worn in November to walk around Harrogate.