



# Joining instructions

Thank you for booking a place at the above conference, which is to be held in the **SEC, Glasgow, G3 8YW** from **Tuesday 12 March** to **Wednesday 13 March 2019**.

## Registration opening times

Delegate registration will open at the following times

<b>Tuesday 12 March</b>	<b>08:30</b>
<b>Wednesday 13 March</b>	<b>08:30</b>

Access to the SEC is via the main entrance at the east of the venue. On arrival delegates should make their way to the registration desk situated in the exhibition hall to collect their badge. Remember to print off your e-badge so you can save time and register via the self-service terminals. For security reasons please ensure you wear your name badge at all times and do not pass it onto other people. For any queries during the conference please contact the CIH registration desk.

All refreshment breaks and lunches will be served as outlined in the programme.

## Dietary and special requirements

If you have not already informed us of any dietary or special requirements you may have, please inform [Diana.Taseva@cih.org](mailto:Diana.Taseva@cih.org) as soon as possible.

## Delegates with disabilities

The venue is fully accessible. If you have a specific need, please call 024 7685 1722 and a member of the conference team will be able to accommodate you.

### **Delegate Queries**

Any delegate substitutions/name changes should go directly to the Registration Desk. For any other event queries please visit the helpdesk situated near the entrance to the Lennox Suite.

### **Car Parking**

There is ample car parking available at the SEC. For full details including tariffs, please see the car parking information page here: <https://www.sec.co.uk/visitor-information/how-to-get-here/car-parking>

### **Main stage and breakout theatres**

This year's festival puts 'Home at the Heart' focusing on key issues facing both our local and international communities. Child poverty, creating strong and safe communities, plus supporting vulnerable people are the key topics at the core of this year's event. Have a look at this year's programme [here](#).

**Your ticket does not include access to the main conference, but if you wish to book please contact one of the events team on 0247 6851 722 or email [events@cih.org](mailto:events@cih.org)**

Please note that we are not operating a pre-booking system for breakout sessions. All breakout sessions are on a first come, first served basis. Please ensure you arrive at your chosen session in good time.

### **Exhibition Arena**

Open from 08.30 on Tuesday and 08.30 on Wednesday, the Exhibition Arena features over 75 exhibitors running promotional giveaways and product launches and updating you on new products, services and best practice in the sector. For the programme, visit the website <http://www.cih.org/scotlandshousingfestival>

Make the most of your trip and be sure to sample some of the sessions at the new Repairs and Asset management theater taking place in the exhibition hall.

### **Conference Dinner**

This year's conference dinner takes place at the Crowne Plaza, Congress Rd, Glasgow G3 8QT. The evening will begin with a drinks reception at 19:00. Call to dinner will be at 19:30. The evening will conclude at approximately 23:00 with a cash bar remaining open until midnight. The dress code is lounge suit.

**Your booking includes a dinner ticket.**

### **Evaluation forms**

An appraisal form will be sent via email to all attendees after the event. We evaluate our events because we are committed to continuous improvement and delivering services of high quality. We are constantly seeking to refine and develop effective events and are keen to have your views.

### **Presentations**

There will be no printed presentations available at the conference; all available presentations will be provided on a secure link after the conference

### **Wi-Fi**

Free Wi-Fi is available throughout the venue

**Twitter**

Follow us on twitter **@CIH\_events** or **@CIHScotland** . Catch up with all the latest news on the event - #housingfestival

**Delegate list**

Delegate information

To comply with the new data protection laws, all delegates, fringe visitors, exhibitors and guests must give us permission to publish their name, job title and organisation. To complete the relevant permissions, please go to <https://r1.dotmailer-surveys.com/d6yrx0e-543mpvf6>

**PLEASE NOTE THAT WITHOUT YOUR CONSENT WE ARE UNABLE TO PUBLISH YOUR NAME ON THE EVENT ATTENDANCE LIST.**

This form must be completed by the individual attending the conference and cannot be completed by a third party. It must be submitted by no later than 5pm on Wednesday 6 March 2019.

**Further information**

For further information please contact the conference team on 0247 6851 722 or email [events@cih.org](mailto:events@cih.org)  
We hope you enjoy Housing Festival 2019 and we look forward to seeing you in Glasgow.

**Yours Sincerely**

**CIH Events Team**