

Equality for Us, Inclusion for All

Friday October 26th 2018

Key Event Information

This document contains important information to assist you finding the venue & taking part in the event. Please read it in advance of the event and share it with the young people attending with you.

Location: Amnesty International Human Rights Action Centre, EC2A 3EA - see [map here](#). The nearest stations are Old street and Shoreditch High Street.

Getting There

Shoreditch High Street station – 0.3 mile walk

Old Street station – 0.5 mile walk

Liverpool Street station – 0.5 mile walk





Timings: The event will begin at 10am **prompt** and finish around 4:00pm. You can find the agenda here: <https://equalityforus.eventbrite.co.uk>

Registration: Registration will take place between 9:15am and 10am. At registration your delegation will be asked to sign in, submit consent forms and complete an equal opportunities form.

Meals and Refreshments: Refreshments will be provided at throughout the day and lunch will be served. Please ensure you have informed BYC of any relevant dietary requirements in advance of the day by contacting the event team on 020 7250 8373 or events@byc.org.uk.

Housekeeping: The BYC Team will brief all delegates with necessary emergency procedures, however, it's important that you spend a few moments to familiarise yourself with the emergency evacuation procedures for the venue.

Additional Requirements: Anybody with any dietary, access, medical or training requirements not already conveyed to BYC should contact the event team on 020 7250 8373 or events@byc.org.uk.

Contact on the Day: If you are experiencing any difficulties finding the venue on the day, or wish to contact a member of the BYC Team, then please feel free to use the following telephone numbers:

☎ Zoë Cumberland, Event Manager: 07809 507 357

☎ Rob Coate, Event Officer: 07342 895713

Key documents available online

Key documents are available on the event page here: <https://equalityforus.eventbrite.co.uk>. This includes:

- **Key Event info** - venue address, contact numbers, how staff members/support workers can help your young people prepare
- **Agenda** - gives an overview of the day and timings
- **Risk Assessment**
- **Consent forms - under 18 and 18 plus.** These need to be completed in advance and brought with you on the day
- **Any additional information**

Key Contacts at the event



Zoë Cumberland,
Event Manager



Andrea Ugrinoska,
International Participation
Coordinator



Rob Coate,
Event Officer



Amanda Chetwynd-
Cowieson,
Chair of the Board of
Trustees

You can find out more about the whole Staff team and Board here:

<https://www.byc.org.uk/aboutus/meet-us/our-staff> & <https://www.byc.org.uk/aboutus/meet-us/our-board>