



Annual Council Meeting 2017 Saturday 2nd September

Key Event Information

This document contains **important information** to assist you finding the venue & taking part in the event!

Location

The Annual Council Meeting (ACM) will be held at:

The Royal National Hotel
North Entrance
38-51 Bedford Way,
Russell Square,
London
WC1H 0DG

Registration

Registration will take place between 9:15am and 10.25am. At registration your delegation will be asked to sign in, submit consent forms and complete an equal opportunities form.

Please note an event briefing will run from 9.45am. This is an overview to help those that have never been to ACM before understand what is happening, though it is useful for all delegates who can attend

Timings

ACM will begin at 10:30am **prompt** and finish at 4:30pm.

Meals and Refreshments

Refreshments will be provided at registration and light lunch will be served.

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 events 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

Getting There

See the hotel website for map and directions [here](#). Plan your journey with [Transport for London here](#).

Nearest mainline train stations: King's Cross, Euston and St. Pancras Stations are approximately a 10-15 minute walk from the hotel.

Nearest Underground station: Russell Square station on the Piccadilly Line.

Parking: There is underground (pay) parking at the Royal National Hotel.

Additional Information

Risk assessment and consent forms

If you've not already done so you can find the risk assessment and consent forms at <https://bycacm2017.eventbrite.co.uk>. Consent forms need to be handed in on the day at the registration desk.

Valuables

All valuables are left at owners' risk. The BYC Team cannot take responsibility for any valuables that are lost, stolen or damaged at BYC ACM.

Prayer space

There will be a prayer room on site for any delegate to use. Please ask a member of the BYC Team who will direct you.

Help/Advice

If you have any problems, need advice or help please go straight to a member of the BYC Team who will be happy to assist you wherever possible.

About BYC

The British Youth Council is led by young people, for young people, aged 25 and under, across the UK. Our vision is that all young people across the UK will have a say and be heard. We connect with our community of member organisations and network of Local Youth Councils, to empower all young people to have a say and be heard. Our take on training and volunteering and our lively campaigns – both local and global – inspire young people to have a positive impact and make their voices count.

BYC is an organisation of young people, for young people, across the UK. We empower other young people to get involved in the things that are important to us and to have a say in decisions that affect our lives. We believe that it doesn't matter who we are or where we come from, our voices count.