

UK Youth Parliament Annual Conference 2019

Key Event Information

This document contains essential information for delegates to prepare to attend the UK Youth Parliament Annual Conference. Please ensure this is disseminated to all workers and young people attending.

Venue address and travel

The event will be at the University of Leeds, Leeds LS2 9JT. Registration will take place at [Storm Jameson Court](#).

Instructions on how to get to the University are here:

<https://www.meetinleeds.co.uk/location/getting-to-the-university-of-leeds/>

There is a map of the venue and building we are using at the end of this document / on the event page: <https://ukypac2019.eventbrite.co.uk>

Car parking on campus is very limited. It will cost you £16 for the weekend and must be pre booked via the British Youth Council. If you want to park on campus please email events@byc.org.uk with your vehicle registration plate number by midday Wednesday 31st July. BYC will invoice you for the parking after the event. Alternative parking options are available under the car option here:

<https://www.meetinleeds.co.uk/location/getting-to-the-university-of-leeds/>

Timing of event

Registration for the event opens at **11am on Friday 2nd August** and the event finishes on **Sunday 4th August no later than 2pm**. The registration desk is open from 11am – 2pm. Please aim to arrive before 1pm where possible as registration will be busy. Lunch will be served from midday - 2:30pm in the Refectory.

Programme

The programme and further details are available on the event information page: <https://ukypac2019.eventbrite.co.uk>. In addition an email will be sent to all delegates before the event.

Arrival process

You need to arrive at Storm Jameson Court to register your attendance and be provided with a delegate bag and lanyard with name badge. The delegate bag will include a full programme for the event.

Risk assessments and additional information

Additional information required by local authorities for planning attendance is available at <https://ukypac2019.eventbrite.co.uk>. We require all workers to complete a consent/emergency contact form and all young people to have completed their MYP Registration in advance of the event. The majority of young people will have

done online already but for those that have not yet done this please go to: <http://www.ukyouthparliament.org.uk/registration>. If another young person is attending on behalf of an MYP, please provide events@byc.org.uk with a completed registration form available on the event page.

Change of details

If for any reason you need to change the details of someone registered to attend please contact events@byc.org.uk or call 0207 250 8381 as soon as possible. Though we shall try to honour any changes, changes within four weeks of the event may not be able to be accommodated. As per the terms and conditions agreed on registration for the event we cannot offer refunds once the bookings are closed.

On duty mobile phone number

The on duty event phone number is **07903 943 402**, to be saved in everyone's phone. This is BYC's 24 hour line which can be used in emergencies. You can also give this number to parents/carers/colleagues if they want to get in touch with us during the event. There will be a helpdesk open throughout the event in the Michael Sadler building during core hours where British Youth Council staff will be happy to answer any questions.

Prayer spaces

There is a designated multi faith room in the Michael Sadler building, please ask the helpdesk for directions.

Social Media

Follow us on Twitter (@UKYP) and Facebook (/UKYouthParliament). The hash tag is #UKYP19 so you can start tweeting now! Make sure to tell other MYPs, colleagues and young people in your constituency to follow the Annual Conference via social media.

Food

All meals are provided as part of the event. There are vending machines located throughout the campus.

Dietary requirements

If you have indicated any dietary requirements on your UK Youth Parliament MYP registration form or on registering for this event, these will be catered for. Please make yourself known to a member of the catering team before each meal. If dietary information changes on the run up to the event, you must notify us immediately by contacting events@byc.org.uk. Last minute (i.e. week before) changes may not be accommodated.

First Aid

Dedicated First Aid staff will be on site for the duration of the event. They can be accessed by contacting the helpdesk or other member of British Youth Council staff. If you require medical attention please alert a worker or member of staff immediately.

Hospital

Leeds General Infirmary, Great George Street, Leeds, LS13EX. Directions here: <https://www.leedsth.nhs.uk/patients-visitors/our-hospitals/leeds-general-infirmary/how-to-find-us/>

Emergencies

In the case of an emergency, any call to the emergency services must go through the University security number (not directly to 999). This is in order that they can give correct location details to any emergency services. The numbers for on campus security are:

- Non-emergency: 0113 343 5494
- Emergency: 0113 343 2222

Alcohol free zone

To make the Annual Conference an inclusive, fair and equal event for everyone, all delegates must arrive free from the effects of alcohol, drugs or substances, and the consumption of alcohol or misuse of drugs or substances is forbidden during any the event.

If any delegate is known to be or strongly suspected of being intoxicated, the British Youth Council reserves the right to ask you to leave the event.

No smoking on site

All buildings and accommodation are smoke free zones. Please don't smoke anywhere except within the outdoor smoking areas. Please ask the helpdesk if you don't know where they are. If you are a youth worker, we ask that you smoke in a discreet manner away from MYPs.

Chemists and Banks

There is an ATM machine on campus. Information on local pharmacies can be found online: <https://www.leedsccg.nhs.uk/health/services/find/?fas-service-type=pharmacies&fas-postcode=LS2+9JT>

Loss of personal possessions

The British Youth Council takes no responsibility for the loss or theft of personal possessions. If you have lost something make your way to the helpdesk to see if it has been handed in. If you find something lying around that doesn't have an owner, please take it to the helpdesk. Please put your name and region on your programme and event materials so we can return them to you if you lose them.

Suggested kit list

Delegates need to bring enough sensible clothing for three days. The main part of the event is inside but you will have to walk outdoors between the accommodation and conference area. The following kit list is a recommendation only:

- Sufficient clothes, nightwear, socks & underwear for 3 days.
- Notepad and pen.
- Suitable footwear.
- Hairbrushes, hairdryers and straighteners if required.

- Toiletries (soap, shower gel, shampoo, roll on deodorant, toothbrush & toothpaste).
- **A personal drinks bottle – there are water refill points around campus.**
- If the weather is forecast to be hot and sunny, you may also wish to bring your own sun cream, a hat and sunglasses.
- If the weather is forecast to be wet and rainy or cold you may also wish to bring a light waterproof coat, jumper and an umbrella.
- On the Saturday night there is a Summer Party with a disco. There is no dress code and you are encouraged to wear whatever you are most comfortable in. Some MYPs will chose to dress up for the occasion.

Towels and bedding are provided.

Any other information

If you require any other information about the Annual Conference please contact events@byc.org.uk or call 0207 250 8381.