

Annual Council Meeting 2019

Saturday 14th September, Birmingham

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: Conference Aston, Aston University, Aston St, Birmingham B4 7ET

Getting There

By Rail

Birmingham New Street - 15 min walk , 0.8 miles

Birmingham Snow Hill - 11 min walk, 0.6 miles

Birmingham Moor Street – 14min, 0.7

Curzon Street – 7min, 0.4miles

By Road: Birmingham Coach Station – 16 min walk, 0.8 miles

5 minutes drive from M6, J6, 5 major motorway links within 25 minutes drive

By air: Birmingham Airport, 10 minutes by rail, 25 minute drive

Parking: Onsite car parking pre-bookable online on the Conference Aston website. Rates are £7.95 per car, per 24 hours.

Venue Map:

The event is in the Main Building - purple with the pink 'E' highlighted on the map. More info: <http://www.conferenceaston.co.uk/attending-an-event/>



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

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.

Access: Accessible parking is available nearby with accessible route to the venue. Accessible toilet facilities are available. Accessible toilets are gender neutral. Male/female toilets are available alongside. Wheelchair accessible to all floors.

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:

☎ Hilary Smail – Events Officer: 07903943402

Key Contacts at the event



Jo Hobbs, CEO and
Returning Officer for the
elections



Zoë Cumberland,
Event Manager

Hilary Smail
Event Officer



Francesca Danmole,
Senior Policy and
Campaigns officer



Paulina Navarro,
Programmes Officer -
Membership

- You can find out more about the whole Staff team here:
<https://www.byc.org.uk/aboutus/meet-us/our-staff>
- You can find out more about the whole Board here:
<https://www.byc.org.uk/aboutus/meet-us/our-board>

Key documents available online

Key documents are available on the event page here:

<https://bycacm2019.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
- **Policy motions** - these will be debated on the day, includes debate rules
- **Candidates for elections** - who is standing and what skills they can bring to the role
- **BYC Reports & Accounts**
- **BYC Manifesto 2019**
- **Minutes from 2018 ACM**
- **Risk Assessment**
- **Consent forms - under 18 and 18 plus.** These need to be completed in advance and brought with you on the day

It is expected that delegates prepare before they attend this event. Whilst we do what we can do brief everyone on the day, answer questions and make the event as accessible as possible, members will get the most out of the day if they read through the documentation in advance. If you are a support worker attending with a delegation you can help by:

- Reading and sharing the information with your young people
- Facilitating conversations about the policy motions. Does your organisation already have a view on this policy? What do your young people think about it? Do they want to ask any questions about proposals on the day? They can do this throughout the day informally by speaking to the organisation directly if they are there, as well as contributing to the debate in the more formal policy debate session.
- Facilitating conversations about the candidates for election (Chair, Trustee, Honorary Presidents). The candidate document outlines the purpose of the roles and skills needed. What do your young people think about the candidates? What are the most important skills? Do they want to ask any questions of the candidates on the day? They can do this in the morning by speaking to candidates directly if they are there, as well as contributing questions in the more formal election hustings where candidates will give a speech and be asked a few questions from the room.
- Have a look at the annual accounts. We realise not everyone will want to read the whole document but ACM is an important opportunity for members to understand how the charity is performing and ask questions of the Board. Perhaps there's one or two areas your members might specifically be interested in.