

UK Youth Parliament Annual Sitting 2016

Joining Instructions

This document contains essential information for delegates to prepare to attend the UK Youth Parliament Annual Sitting 2016. Please ensure this is disseminated to all workers and young people attending.

Venue address

The event will be at University of York, YO10 5DD. A map and directions are available here: <http://www.york.ac.uk/about/visitors/>

Timing of event

Registration for the event opens at **11am on Friday 22nd July** and the event finishes on **Sunday 24th July at 2pm**. The registration desk is open from 11am – 1:30pm. Please aim to arrive before 12.30pm where possible as registration will be busy. Lunch is served from 12pm – 2pm.

Programme

The programme and details of workshops will be available on the event information page: <https://ukyp2016.eventbrite.co.uk>

Arrival process

On arrival you will need to head to the Exhibition Centre to register your attendance and be provided with a delegate bag and lanyard/name badge. The delegate bag will include a full programme for the event. MYPs will also receive a t-shirt. You will also be required to sign for Wi-Fi if you require it for the weekend. The majority of delegates will be able to check in to their accommodation at this point, those who aren't able to will be informed and will be able to store their bags to pick up later and check in before dinner.

Risk assessments and additional information

All the additional information required by local authorities for planning attendance is available at <https://ukyp2016.eventbrite.co.uk>. We require all workers to complete a consent/emergency contact form and all young people to have completed a Registration Form in advance of the event. The majority of young people will have done this at induction events or BYC Convention One so we will already have the data. We will inform you in advance of the event if we are missing this information.

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 8373 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.

Travel

Train

The nearest mainline train station to the event is York station. It is approx. 10 minutes via taxi from the station to the University and the station has a large taxi rank.

Taxi

A taxi from Exeter train station will take 10 minutes and cost £7-10 depending on luggage and number of passengers. Ask the taxi driver to drop you at the Exhibition Centre. Local taxi services can be contacted on:

- Taxis of York: 01904 659 659 (all drivers police checked and council regulated)

Car/minibus

Visitor car parking is available on campus 24/7. You will need to park at James College (near where registration is taking place) and inform a member of BYC staff or University staff at the registration desk that you need a visitor pass for the car park.

Wheelchair accessible spaces for blue/orange badge holders are clearly marked across all car parking areas on campus. These places will be accessible throughout the event free of charge.

On duty mobile phone number

The delegate handbook will include a number 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 in the Exhibition Centre from 11am – 6pm on Friday, 8:30am – 6pm on Saturday and 8am – 1pm on Sunday where BYC staff will be happy to answer any questions.

Prayer spaces

There are prayer room facilities on the University Campus. Directions will be provided at registration.

Press Release

Local authorities are encouraged to gain local media coverage for the event. This is a great way to promote the role of MYPs and the work that they do. There will be a template press release available on the event page before the event. The parts in red should be amended to include local information. It has been written to be sent out the week before the event so if you are sending it out at a different time be sure to change the information on how long it is until the event.

Social Media

Excitement about the Annual Sitting is already building on Twitter (UKYP) and Facebook (UKYouthParliament). The hash tag is #ukyp16 so you can start tweeting

now and join in the excitement! Make sure to tell other MYPs, colleagues and young people in your constituency to follow the Annual Sitting via social media.

Food

All meals are provided as part of the event. On the Friday and Saturday night a soft bar selling soft drinks and snacks will be open.

Dietary requirements

If you have indicated any dietary requirements on your UK Youth Parliament registration form or on registering for this event, these will be catered for. Please speak to a member of BYC staff if you have any queries or concerns. 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 able to be accommodated.

First Aid

St John Ambulance will be on site providing first aid. If you require medical attention please alert a member of staff immediately.

Hospital

The nearest emergency department is at The York Hospital, Wigginton Road, York, North Yorkshire, YO31 8HE. Tel: 01904 631 313.

Alcohol free zone

To make the Annual Sitting 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 BYC event or activity.

If any delegate is known to be or strongly suspected of being intoxicated, BYC 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 a bank on campus and a shop that sells over the counter medicines. Please speak to your worker about what you need. We ask that MYPs stay on site at all times unless agreed by their youth worker and BYC Help Desk member of staff.

Loss of personal possessions

BYC takes no responsibility for the loss or theft of personal possessions. However, 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 for Residential Groups

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.
- 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.
- There will be evening entertainment each night including the Summer Party on the Saturday night. Please bear this in mind especially if you want to dress up or down!

Towels and bedding are provided.

MYPs should also bring with them:

- Their MYP handbook
- Their Youth Voice Wheel Young Person's Log Book

Any other information

If you require any other information about the Annual Sitting please contact events@byc.org.uk or Zoë Cumberland at zoe.cumberland@byc.org.uk or on 0207 250 8373.