



# IST Technical Conference 10th September 2024

Hosted at Lancaster University

Dear Attendees

We are looking forward to welcoming everyone to the Technical Conference on the 10<sup>th</sup> September and for those that have to travel any distance, we hope you all have good journeys over to Lancaster University.

At this point we would like to just confirm some basic information about the day and answer any outstanding questions you have about the day.

For those having requested overnight accommodation on the 9<sup>h</sup>, the Accommodation Office at Lancaster has your contact details and will be sending information about accessing your accommodation. If you haven't heard from them by the end of the 3<sup>rd</sup> September please let us know ([office@istonline.org.uk](mailto:office@istonline.org.uk)). Please note that accommodation is on a B&B basis and you will be supplied with information about breakfast, which will be available in the Marketplace, very close to the accommodation blocks.

## The Venue (Lancaster University)

A map of the venue, which marks out the various rooms/theatres that will be in use on the day is included in the Conference Programme which is available for download via the following link: [https://istonline.org.uk/cms/wp-content/uploads/2024/08/IST-Conference-Programme-2024\\_website-Final.pdf](https://istonline.org.uk/cms/wp-content/uploads/2024/08/IST-Conference-Programme-2024_website-Final.pdf)

The location for registration is the County South Networking area, and the main Welcome and Keynote sessions will be held in the Margaret Fell Lecture Theatre. Name badges will be available for collection from the entrance to the County South area, within which all refreshments will be served.

Refreshments will be available from 9.00 – 9.30 in the County South building.

## Security

- Guides will be on-hand to direct visitors to the Conference/Exhibition space.
- Delegates will need to wear their lanyards/name badges for access to rooms and refreshments.

## Conference Arrangements

- As indicated above there will be guides/helpers available who will direct Conference attendees to the Theatres and workshop areas, but please ensure that you visit County South building so that you can collect your name badge before the start of the event.
- The IST will have a desk at County South reception if you have any queries
- We are conscious of the printing/paper load associated with providing hardcopy documents for large numbers of people, so please note that we will **not** be providing hardcopy



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programmes. **If you need a hardcopy please print this off and bring it with you.** Online access to the programme and conference information will be available on the day

- Delegates need to sign-up up for their workshop choices before the event and this can be done via the following form:

<https://forms.gle/1mdrXgASQ1zE9DdC9>

- Name badges will include a QR code which when scanned will take attendees to the programme, workshops and sponsor information.
- In addition, name badges will also contain details of workshops that have already been pre-selected by delegates.
- For those delegates who have not yet selected their workshops, booking sheets will be available at the IST Reception desk.
- Delegates should aim to arrive between 9.00-9.30, light refreshments will be available on arrival.
- Visitor Car parking is available around the campus on a first-come, first-served basis, but this will have to be arranged on a personal basis on arrival and the parking is paid for via the Ringo app.
- Wifi will be available via the usual Eduroam facilities or if delegates do not have access to Eduroam then there is a Guest Wifi facility which they can register for when on campus.
- Refreshment breaks will be held at:
  - 10:50-11:10 – mid-morning break
  - 12:40-14:00 – lunch break
  - 15:10-15:40 – mid-afternoon break

Please note that the final workshop session should finish around 4.30pm.

We look forward to seeing you all at Lancaster, if you have any questions please don't hesitate to contact us.

**Joan Ward**  
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