

Safety 2010 World Conference

Information for delegates

Safety 2010 information stand

The Safety 2010 information stand is located at stand 10 in the Benjamin Britten Lounge on the 3rd Floor of the QEII Conference Centre. The information stand will be open during the event and Safety 2010 staff will be available to answer any queries. Safety 2010 t-shirts can be purchased at the information stand.

Conference updates and blog

For updates to the conference programme and discussion around the event, please follow the conference blog at <http://safety2010conference.blogspot.com>.

Blue Badge Guide

There will be a Blue Badge Tourist Guide at the Safety 2010 information stand who can provide local and up-to-date information about London and assist with any queries you may have.

Conference staff

If delegates have any problems or questions, please go to the Safety 2010 information stand (Benjamin Britten Lounge, 3rd Floor) or speak to any of the Safety 2010 staff identified by yellow t-shirts.

Delegate badges

Please keep your badge for the duration of the conference. Your badge is required to access the conference centre each day. Delegates must wear delegate badges at all times within the venue. On the back of your badge is a brief reference guide to the main areas of the conference centre and a reminder of your lunch and refreshment area.

If you lose your badge, please go to the registration desks on the ground floor so we can produce a new badge for you.

Wi-Fi and Internet access

Wi-fi is available throughout the conference centre. No username or password is required, please just select the log in with the strongest internet signal.

There are also a number of computers available for delegates to access the Internet free of charge in Room 1/12 within the Pickwick Suite (1st Floor). Access is subject to availability.

There is also an Internet café in the QEII's Business Centre on the Ground Floor (see overleaf).

Business Centre

The Business Centre is situated in the Sanctuary Foyer to the left of the main entrance to the building on the Ground Floor. The Centre's standard opening hours are 8.00 am - 6.00 pm. The Business Centre can provide (for a charge):

- E-mail
- Internet
- Colour photocopying
- Faxing
- Word-processing and administrative support
- Tourist information: tube maps, tours, restaurants
- Secluded lounge area for impromptu meetings
- Internet Café
- Media Suite

Within the Business Centre the 'Internet Café' contains a number of private workstations with PCs and printers. All of the work areas, including laptop stations, have Internet and ISDN facilities. Delegates can purchase internet access vouchers directly from the Business Centre. Prices start from £3.00 for 15 minutes.

Speakers

If you are a speaker at the event and have any queries, please go to the information stand within the Benjamin Britten Lounge on the 3rd Floor or speak to the event manager within your allocated room.

Poster presentations

The Poster Presentations will change on a daily basis on Wednesday, Thursday and Friday. They can be viewed at any time between 9.00 am and 6.00 pm in the following areas:

- The Pickwick Suite, 1st Floor
- The Elizabeth Windsor and Mountbatten Lounge, 5th Floor

Please take time to view the posters during the event.

It is the authors' responsibility to put up and remove their poster at the specified times on the allocated poster board. Set up of posters is from 8.00 am on the relevant day and posters must be in place by 9.00 am at the latest. Posters must be collected at the end of that day between 6.00 pm and 6.30 pm.

Exhibitions

Thank you to all exhibitors for giving their valuable support to the event. We hope that all delegates will take the time to visit and speak to the exhibitors.

The exhibition booths are in the Benjamin Britten Lounge, 3rd Floor, and are available from 1.00 pm on Tuesday through to the end of the conference.

Lunch and refreshments

Please have your refreshments and lunch in the area specified on the back of your badge. Thank you for your cooperation with this matter.

If you have any special dietary requirements and have notified us in advance, it is important that you go to the area specified and give your name to one of the catering staff to receive your special meal.

Timings

Please ensure that you arrive at the presentation rooms as close to the advertised start time as possible to avoid disrupting the speakers. Please note that places in sessions are allocated on a 'first-come first-served' basis - please arrive in good time to avoid disappointment.

Sharing tables

Delegates can leave relevant information on the Sharing Tables in the Elizabeth Windsor and Mountbatten Lounge on the 5th Floor for people to pick up and take away.

Prayer rooms

Prayer rooms are provided on the 6th Floor of the QEII Conference Centre. The male prayer room is room 6/9. The female prayer room is room 6/8.

First Aid

If you require attention from a qualified first aider, please contact any member of staff from the venue or one of the Safety 2010 staff.

Smoking

It is against the law for any person to smoke in or immediately adjacent to any area of the building. In the UK it has been illegal to smoke in any enclosed public place since 2007.

Photography

Please note that photographs will be taken throughout the conference and social events, which may be used for future marketing purposes. If you do not wish to be photographed, please let the photographer know. The organisers will fully respect your wishes.

The venue

The venue is fully accessible with lift access to all levels.

The venue is a non-smoking building and all using it are asked to observe any health and safety, fire and evacuation instructions issued.

Please note that the organisers and the venue accept no responsibility or liability for the loss or damage to personal property, vehicles and their contents.

Safety and emergency procedures

In the unlikely event of a fire, a two-tone audio alarm will sound. This will be followed by an automated PA announcement stating that the alarm is being investigated and a situation report will follow. Unless there is an obvious sign of fire, no action need be taken - delegates should wait for the next PA announcement. Should it be necessary to evacuate the building, QEII staff will give directions to escape routes, which are marked with standard signage.

The assembly point is the open area in front of Westminster Abbey.

International Safety Media Awards

The 3rd International Safety Media Awards will be held at the Safety 2010 World Conference. The purpose of this competition is to recognise excellence in safety and injury prevention messages and to share evaluation of the effectiveness of the messages.

During the conference a number of films will be shown – many of which will be accompanied by a short presentation by the film producer(s). Please see the parallel session programme more information.

The 3rd International Safety Media Awards award ceremony will take place during the closing session on Friday 24 September, 2.00 pm.

Welcome Reception – Tuesday 21 September

There will be a Welcome Reception on Tuesday 21 September at the QEII Conference Centre. This will take place between 6.00 pm and 7.00 pm following the Safety 2010 opening session and the performance by Diversity.

Conference Social Event – Thursday 23 September

The Conference Social Event will take place on Thursday 23 September, at the Natural History Museum. The event starts from 7.00 pm with a drinks reception and welcome speeches at 7.45 pm. There will be food and entertainment through until 11.30 pm. The event is very kindly sponsored by the FIA Foundation and Make Roads Safe Campaign.

Entry to the conference social event is by personal ticket only, as issued by email prior to the event. Directions to the Natural History Museum are included on your ticket. If you have misplaced your ticket, please go to the Safety 2010 information stand within the Benjamin Britten Lounge.

The organisers reserve the right to change the conference and social event programme.