

# Joining instructions

## Lead & Change 2018

Leeds Beckett University

30<sup>th</sup> July – 2<sup>nd</sup> August 2018



## Venue and arrival

### Name and address of venue:

Leeds Beckett University  
City Campus  
Leeds  
LS1 3HE

### What time does registration start?

9am tbc

### Where should I go when I arrive?

Make your way to the NUS Registration desk in the Rose Bowl Atrium

### Will overnight accommodation be provided?

Accommodation is provided for the duration of this course (Tuesday and Wednesday night). If you require accommodation the night before the event (Monday 17 July 2017), you will have the option to select this on the registration form. This will be at a charge of £39 + VAT and will be added to the final invoice. Accommodation is at The Plaza – Unite Accommodation on campus.

### Are meals and refreshments provided?

All meals and refreshments are provided for the duration of the course; please see the agenda for allocated times. If you registered with special dietary requirements please make yourself known to the NUS Events staff.

### What time will the event finish?

The conference close at 16:30 On Thursday the 2<sup>nd</sup> of August 2018, tbc

### Do I need to bring anything with me?

- Parent/guardian form if under 18
- Completed personal details form (attached)
- Clothes and personal belongings for three days away
- Waterproofs advisable as we can never predict the weather
- A phone or tablet may be helpful
- Money for any additional extras

### What should I do if I have a problem?

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Before the event please contact [events@nus.org.uk](mailto:events@nus.org.uk)

At the event if you have any problems or need advice or help please let a member of NUS staff know and they will be happy to assist you wherever possible. NUS staff will be identifiable by blue lanyards and there will also be a conference phone available for any out of hours problems/emergencies.

## Additional info

### Wi-Fi

Wi-Fi is available throughout the Venue, you can use ur eduroam details to login, if not details will be provided upon registration.

### Smoking

This is a non-smoking venue. Please use the designated smoking areas.

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## Personal details

Please fill in this form and hand it to a member of NUS staff at Registration.

Your personal information will be required in the unlikely event of any medical emergency.

Please ensure that these details are of someone who could collect you in the middle of the night – if it is a students' union staff member, please ask them if they would be happy to do this.

Personal details:	
Name:	
Date of birth (if under 18):	
College:	

In the event of an emergency please contact:	
Name:	
Emergency number:	

Do you have a medical condition that we should be aware of?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes' please give details:

In accordance with Data protection we hope you are happy for NUS to have the above information, which we only keep in paper form until the end of each training event after which all information is destroyed.

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# Travel and Directions

Additional travel information can be obtained from the following:

## Websites

www.thetrainline.co.uk	www.qjump.co.uk	www.streetmap.co.uk
www.nationalexpress.co.uk	www.tfl.gov.uk	www.nationalrail.co.uk

## Telephone

National Rail enquiries: 08457 48 49 50
National Bus enquiries: 0870 608 2608
National Express Coaches: 0990 808 080

## By rail:

The main City Campus buildings are between 2 and 14 mins walk from Leeds train station.

Travelling from	Journey Time
London Kings Cross	2hrs 15 Mins
Birmingham	2hrs
Glasgow	4hrs
Newcastle	1hr 30 Mins

## Walking/Cycling:

Come out of the station into City square; with the Queens Hotel behind you, walk straight up Park Row. Continue up Park Row until the first major junction. Cross straight over The Headrow and continue up Cookridge Street. At the next set of lights go straight on passing Millennium Square on your left and Leeds City Museum on your right.

Turn left on to Woodhouse Lane, a busy main road. You'll pass The Rose Bowl on your left. Cross the Road and you will be at the Portland Building

Walking and cycling guides, including a map and approximate journey times can be found by [following this link](#)

## By Bus from Leeds Station:

The Leeds City Bus links the bus and rail stations with the City Campus (Portland Way). It runs every few minutes from 06.30 to 19.10 and costs 50p/journey.

### By car:

Use sat nav postcode LS1 3HB

Driving instructions can be found by [following this link](#)

Please note that we do not have any parking spaces available. [More information about parking in Leeds can be found here.](#)

### Parking:

Pay Parking is available at the Rose Bowl, which is open Monday to Sunday 06.00 to 01.30

Before 3pm prices are as follows:

0-1 Hour: £1.50

1-2 Hours: £2.50

2-3 Hours: £4.50

3-4 Hours: £5.70

4-5 Hours: £6.50

5 Hours + : £25

After 3pm prices are:

0-1 Hour: £1.50

1-2 Hours: £3.00

3 Hours + : £5.00

The best postcode to use for planning a journey to the Rose Bowl car park is:

Rose Bowl car park LS1 3HB

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