

## **HELOA Conference 2017 Frequently Asked Questions**

### **Who is the Conference designed for?**

The HELOA Conference is designed for the full range of HELOA members. The workshops have been 'tagged' to allow you to easily identify sessions relevant to your role i.e. Student Recruitment, Outreach, Widening Participation, Postgraduate, Marketing, Policy, EU and International.

### **What is the easiest way to travel to the hotel?**

We would advise delegates drive if possible. There is plenty of free on-site parking. The hotel is situated between Northampton and Rugby main line stations. We will be providing a shuttle bus service on Wednesday 25<sup>th</sup> January from Rugby railway station and a return shuttle bus on Friday 27<sup>th</sup> January. Please note you must book this service when completing the conference booking form

### **What is the dress code?**

During the workshop sessions the dress code is smart casual. The evening meal on Wednesday is more relaxed and also has a smart/casual dress code. Thursday evening is a formal dinner and a chance for us to celebrate HELOA members work and achievements over the last year.

### **I am the only person coming from my institution; will I be able to meet new people?**

The HELOA Conference is not only for professional development but also for networking. The Group meeting on the first day will allow you to meet other members from your area. A couple of the activities on the programme are specifically designed for networking and meeting new people; both local and from further afield. There will be designated tables at dinner for new or solo attendees to help such members meet those in a similar situation. We recommend that you indicate on your booking form if it is your first HELOA Conference.

### **What does the delegate cost include?**

Day delegate rates include refreshments and lunch during the day. Full delegate rate also includes overnight accommodation, breakfast, access to the leisure facilities, WiFi, dinner and evening entertainment. It does not include drinks during either evening meal. There are discounted prices (10% off bar prices at the County Suite) for some alcoholic drinks at the venue for HELOA delegates. These will be advertised during the event.

### **Is there a cash machine?**

There is no cash machine in the hotel and the bar is unable to give cash back. If you intend to travel back by taxi please ensure you have enough money to pay in advance. The bar accepts card payments on all transactions.

### **What is the Business Exhibition?**

This year the Business Exhibition will be on Thursday 26<sup>th</sup> January. This is an opportunity for companies who offer services for universities to promote themselves. In the past we have had publishing companies, promotional products, banner stands, marketing and increasingly, other universities are promoting products they have designed. The Exhibition is an important part of the Conference as it not only gives people the opportunity to find competitive products but it also brings in revenue for the conference which helps to reduce delegate costs.

### **Is there internet access at the Hotel?**

There is complimentary Wifi internet access in the hotel. Information on how to log on will be provided in the HELOA Conference brochure, and detailed in your welcome letter. Wifi is also free of charge for day delegates.

### **There are two workshop sessions I am interested in on at the same time; can I get the information for both?**

Each session will have a reporter in who will record the session and provide a written account. This will be available on the HELOA website after the Conference.

### **Will there be a chance to meet people from my HELOA group?**

As part of the Conference there will be a group meeting on Wednesday at 16:00. The locations of your regional meeting will be displayed at the HELOA welcome desk on arrival at the hotel, and read out in the Conference announcements at the start of Conference.

### **What is included in the Hotel Room?**

The Staverton Park Hotel is a 4 star hotel and provides all the standard hotel facilities. For further details, please visit their websites at:

<http://www.devervenues.co.uk/en/venues/staverton-park/>

### **I can't find my HELOA membership number.**

Your HELOA membership number is printed on your membership card. All members should have a membership card. If you cannot find your membership number contact the HELOA Officer on [office@heloac.ac.uk](mailto:office@heloac.ac.uk) before completing your booking form.

**I am interested in helping with the Conference.**

The HELOA Conference team would be interested to hear from you if you would like to help. A call for volunteer to take on Chair and Reporter workshop responsibilities will be sent in the lead to the event. Please contact the Conference Officers on [bookings@heloac.ac.uk](mailto:bookings@heloac.ac.uk).