



CM2023 Communication Matters

International AAC Conference

University of Leeds 10-12 September

JOINING INFORMATION

THE VENUE

The Communication Matters 2023 International AAC Conference at the **University of Leeds** will start on **Sunday 10th Sept at 13.00**. The conference will end on **Tuesday 12th Sept at 15.45**.

Travel information and a campus map are at the end of this document. Download a campus map (PDF) to your device [here](#). The conference is mainly being held in the Parkinson, Michael Sadler, Stage, and Clothworkers buildings. You may find it helpful to familiarise yourself with the venue layout.

- **Esther Simpson Building** - Registration for Sunday delegates, Sunday Annual Meeting, Monday keynote & Tuesday plenary
- **Storm Jameson Court in Charles Morris Hall** - Key collection for residential delegates & accommodation
- **Parkinson Building** - Registration after 10.00 on Monday & Tuesday, exhibition hall, lunch & tea/coffee breaks
- **Michael Sadler Building** - 3 seminar rooms
- **Clothworkers South Building** - 2 seminar rooms
- **Clothworkers North Building** - 1 seminar room
- **Stage Building** - 3 seminar rooms
- **Refectory** - Registration from 07.00-10.00 on Monday & Tuesday, Breakfast, Sunday dinner & Monday dinner

The buildings are close to each other and well signposted. Please note the campus is open to the public. Anyone under the age of 18 must remain the responsibility of an accompanying adult.

The University of Leeds [policy on smoking](#) states that you must not smoke or vape inside university buildings including entrances, covered walkways and doorways. As well as this, between 8.00-18.00 you are asked not to smoke outside on the smokefree campus. You can still vape outside on the smokefree campus as it is recognised by Public Health England as an aid to quit smoking.

Do bring warm/waterproof clothing and an umbrella as the weather can be very variable at this time of the year. We encourage you to bring a reusable water bottle if you have one. Please also remember to bring some spare change for the CM raffle on Monday night!

Registration takes place in the Esther Simpson Building foyer for all delegates arriving on the Sunday. For those arriving on the Monday or Tuesday, registration will be in the Refectory foyer from 07.00-10.00 and in the Parkinson Building after 10.00.

Residential accommodation is in Storm Jameson Court for the majority. Please collect your room key after registering. The reception desk is open 24 hours a day and can be contacted on 0113 343 2750. **Checking out:** Please check out of your room and return your key to Storm Jameson Court reception by 10.00 on your day of departure. AAC users and their PAs will have an additional one hour (until 11.00) to depart. You will be charged £20 by the university if your key is not returned. Luggage can be left in a secure area at Storm Jameson Court on day of check-out.

The **Provisional Timetable** is now available from the Communication Matters website: <https://eu.eventscloud.com/website/9795/programme/> but please note this is subject to change. You will be given a printed programme when you register in Leeds which will include the final timetable.

A full **Book of Abstracts** will also be available at this link for you to download the week before the conference. Abstracts will *not* be included in the printed programme again this year to be more sustainable. A small number of printed abstracts will be available for those with access needs.

If you have any questions before the conference, please ring Communication Matters on 0113 343 1533 or email admin@communicationmatters.org.uk. If you require any help during the conference, please ask one of the conference organisers (wearing a **red lanyard**) or phone the CM Conference Line on 07908 929868.

HOW TO REGISTER ON ARRIVAL

You must register on arrival:

All delegates arriving **Sunday** will register at **Esther Simpson Foyer**
All delegates arriving **Monday or Tuesday 07.00-10.00** will register at **Refectory Foyer**
All delegates arriving **Monday or Tuesday after 10.00** will register at **Parkinson Hall**

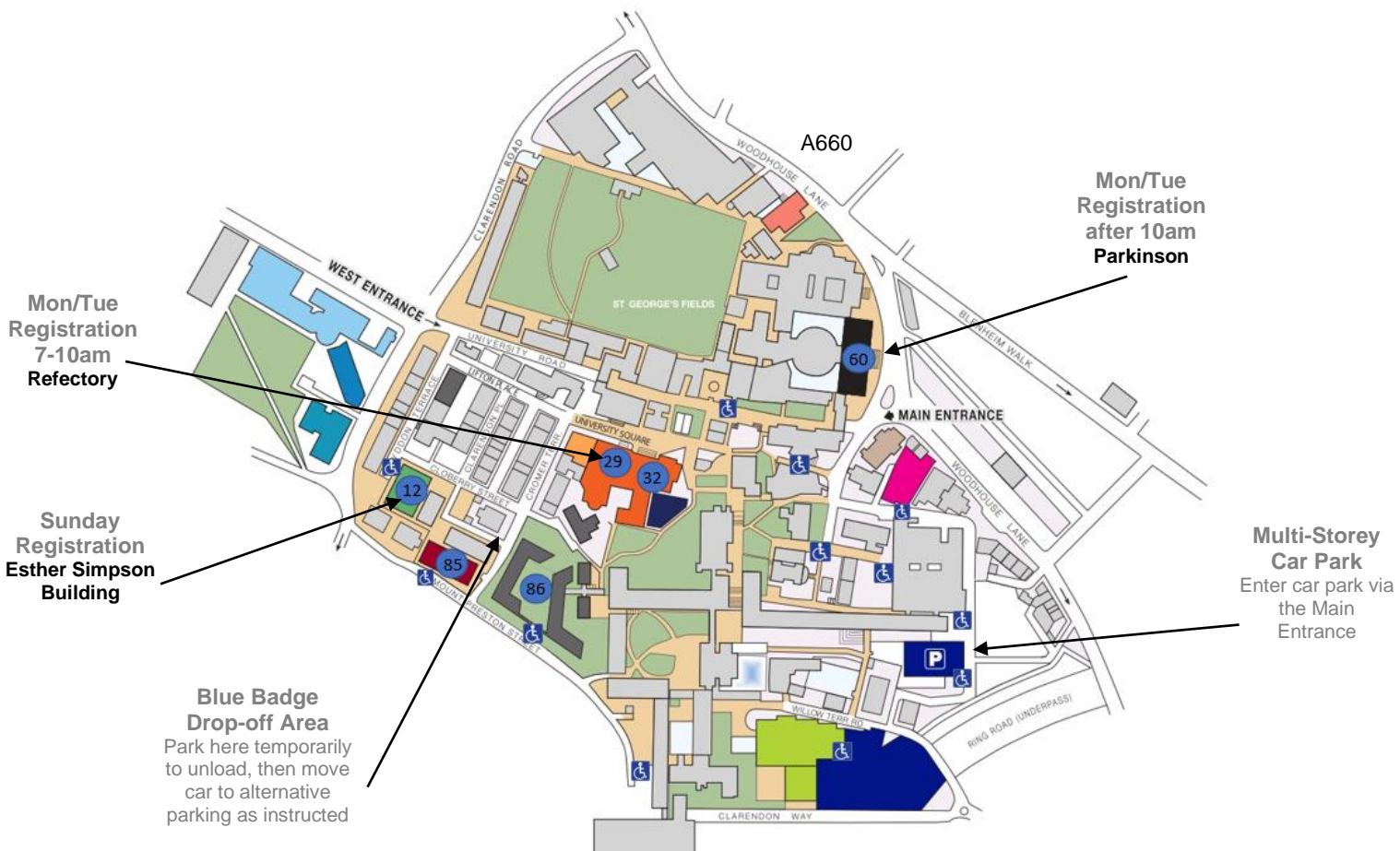
Please see Travel Information on Page 6 to reach the University and then follow the instructions below for Sunday arrivals

Arriving in YOUR CAR - After continuing on the A660 - Turn left onto Cavendish Road just before Leeds University's Parkinson Building (large grey building with tall clock tower). Follow the road around to the left onto Hillary Place and then around to the right onto Vernon Road. Follow the road to the bottom of the hill and after it bends around to the right, the entrance to the multi-storey car park can be found on your right.

Park in the Orange Zone multi-storey car park on **Vernon Road (postcode LS2 3AE)**. Please see parking information on page 8 about how to pay. Walk for 10-minutes through the campus to the Esther Simpson Building to register. If you have a residential registration, please collect your room keys from Storm Jameson Court (Charles Morris Hall).

BLUE BADGE HOLDERS - After continuing on the A660 - Turn left into Clarendon Road. After the second set of traffic lights, turn left into **Mount Preston Street (postcode LS2 9JP)**. Storm Jameson Court (Charles Morris Hall) is on the left after about 350m. Follow parking marshals to temporarily park near the nursery opposite Charles Morris Hall, situated off Cromer Terrace. If you have a residential place, please collect your room keys from Storm Jameson Court (Charles Morris Hall). Parking information will be given to you here. Leave your luggage, if you wish, at the reception area while you park your car in the blue badge car park. If the space is full then marshals can direct to alternative parking accordingly. Then go to the Esther Simpson Building to register.

Arriving by TAXI – Ask the driver to drop you off at the **Esther Simpson Building on Lyddon Terrace**.



Key: 12 Esther Simpson Building; 29 Refectory; 60 Parkinson Building;
86 Storm Jameson Court (Charles Morris Hall)

Arriving by **BUS** or **ON FOOT** – Go to the **Parkinson Building** on **Woodhouse Lane (postcode LS2 9JT)** – it's the building with a large clock tower shown below – then turn into Cavendish Road to the left of the building and enter the campus at street-level through the 'three arches'. Then follow the signs through the pedestrianised campus to the Esther Simpson Building.



REGISTRATION

When you register, you will be given a conference pack containing the final conference programme, list of presentations and other information. If you use a wheelchair or have access needs, help is available from one of our 'Conference Makers' wearing a yellow Communication Matters T-shirt, **yellow lanyard** and sometimes a high-viz vest (see *Help and Information* below).

- **Sunday 10th** – Register from 13.00 to 21.00 at the CM Registration Desk at the **Esther Simpson Building** foyer (if you have booked a room, the keys will be available at Storm Jameson Court from 13.00).

Please do your best to arrive before 15.00 so you can register and then have a go at the assistive gaming zone in the Esther Simpson coffee bar. The Communication Matters Annual Meeting will be held at 16.30 in the Esther Simpson Building.

The Exhibition in the Parkinson Building will be officially opened with a Welcome Drinks Reception at 17.30. If your registration includes an evening meal, dinner will be served in the Refectory Dining Room from 18.30 to 20.30.

If you arrive after 21.00, please go to the reception desk at Storm Jameson Court, which is staffed 24 hours; the night porter will have your room keys. In case of difficulties, ring one of the conference organisers (see *Help and Information* section). Important: If you are intending to arrive after 21.00, please let us know your estimated arrival time so we can tell the porter to expect you - email admin@communicationmatters.org.uk.

- **Monday 11th** – Register from 07.00-10.00 in the **Refectory** foyer and after 10.00 in the **Parkinson Building** hall. If there is no one at the desk, please tick your name on the delegates list and help yourself to your name badge and a conference pack; if you have a room booked, please collect your room keys from the reception desk at Storm Jameson Court.
- **Tuesday 12th** – Register from 07.00-10.00 in the **Refectory** foyer and after 10.00 in the **Parkinson Building** hall. If there is no one at the desk, please tick your name on the delegates list and help yourself to your name badge and a conference pack.

ACCOMMODATION

Towels and complimentary toiletries will be provided. Toiletries are available this year as we are using up stock to reduce waste, but you will need to bring your own in future. Storm Jameson Court offers high quality student accommodation and a 24-hour reception service. The stylish bedrooms feature single beds, internet access and room safes. Kitchen and lounge areas are shared between 6-8 rooms. There are tea and coffee making facilities provided in the shared kitchens or in the bedrooms in your accommodation. An iron and ironing board is available in each kitchen. If there are any issues with your room, please go to Storm Jameson Court reception where a member of the university staff will be able to help. The university has excellent sports facilities, including a pool, at The Edge which are available for use, free of charge, by residential delegates. *Note: If you are allocated a room off-site, separate details will be provided.*

INTERNET ACCESS

Please bring your laptop/tablet if you need to access the internet to check emails, etc. Free Wi-Fi internet access is available in the seminar rooms, exhibition area and accommodation. To receive your login details for the Wi-Fi, on the day, please text (SMS) keyword 'CM2023' to phone number: +447860039833 (valid to 12th September).

PHOTOGRAPHY

There will be a photographer/videographer at this event taking photographs and videos for use by Communication Matters in publicity and other publications. We asked for your image consent when you registered your place. If our photographer would like an individual shot of you then he will ask you first. If you do not wish for any photos to be taken of you, please inform the registration desk on arrival and add a red star label to your name badge (available at registration).

FANCY DRESS THEME

For the Monday evening Drink's Reception and Conference Dinner there will be a fancy dress - the theme this year is 'Back to the Future'. Optional of course but this could be a character from the film or why not pick a decade, past or future, the choice is yours! For sustainability reasons it is preferable if your outfit has been used before, and we would encourage you to donate it to a charity shop or pass it on afterwards. So come and join in the fun!

HELP AND INFORMATION ON THE DAY

If you need any help, advice, or information, please ask one of the **Conference Organisers** (wearing a **red lanyard**) who will be delighted to help you.

If you have wheelchair or access needs, there are several '**Conference Maker**' **Assistants** (wearing a yellow Communication Matters T-shirt and **yellow lanyard**) who can provide assistance. Do not hesitate to call on their help at any time – but please do not ask assistants to help with the lifting of persons or furniture, or with personal care.

If you feel unsafe or uncomfortable at any time during the conference, please be aware there are two Trustees who will be available to discuss any issues you may have. They will be wearing a red lanyard and a name badge and will be identified at the Annual Meeting on Sunday in Helen Whittle's Chair's Report.

If you are unable to get the assistance you require, phone the CM Conference Line 07908 929868. The organising committee and the university's conference staff have worked very hard to ensure that you have a trouble-free and enjoyable conference.

Please report any problems or difficulties immediately, however small, to one of the Conference Organisers or Assistants. We can only help if we know you have a problem!

EMERGENCY CONTACT FORM

You will have been asked for your emergency contact details when you registered. Please ensure these are up to date and your emergency contact is aware. If any changes are needed, please email admin@communicationmatters.org.uk as soon as possible.

TRAVEL INFORMATION

The campus is approximately half a mile from the city centre on Woodhouse Lane, the A660. Leeds has great transport links from all parts of the UK.

COACH – The National Express Coach Station is adjacent to the Central Bus Station.

TRAIN – For rail travel details visit: www.nationalrail.co.uk. Trains run frequently from London King's Cross. You can get from the station to the campus by taxi, bus or on foot.

BUS – Bus no. 1 leaves from Infirmary Street, near the Railway Station in City Square (see map below), to the campus every fifteen minutes during the day and every half hour in the evening. There are frequent buses from the Central Bus Station, including nos. 6, 8, 27, 28, 56. Get off the bus at the main entrance adjacent to the Parkinson Building (the 56 stops slightly before the Parkinson, just after The Fenton pub), *then see page 3 on how to proceed on foot*. More details on bus travel can be found on www.wymetro.com. Buses can carry one wheelchair at a time; the driver can lower the bus and/or extend the ramp to street level.

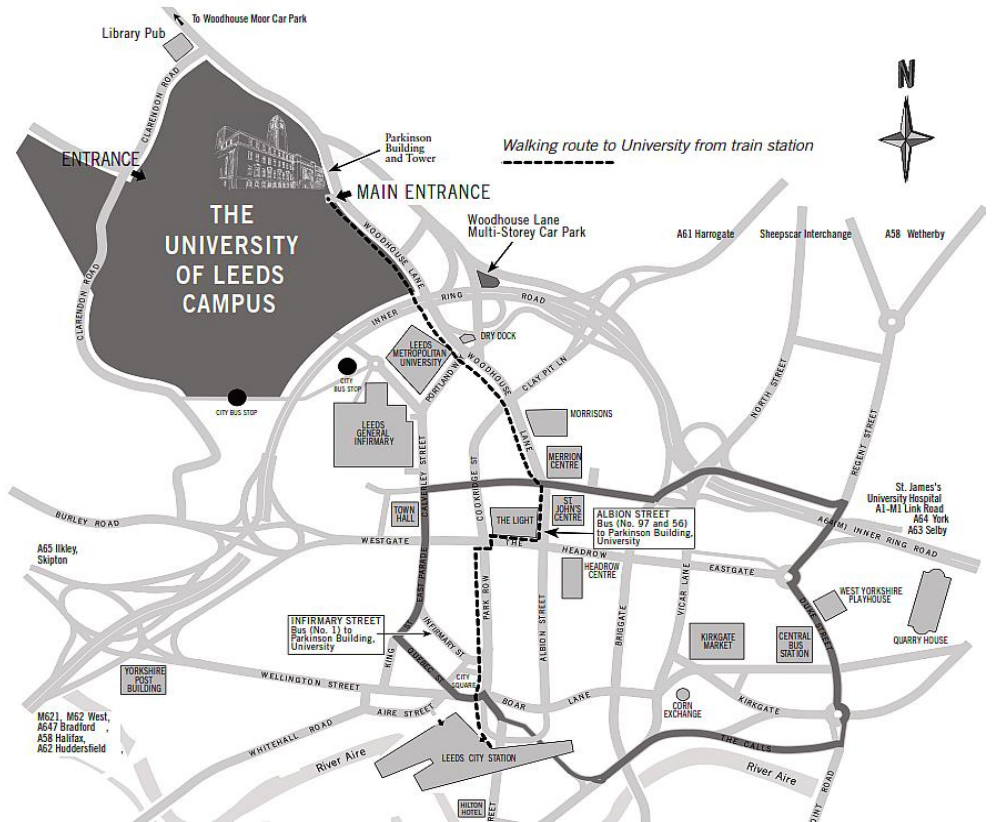
TAXI – Ask the driver to go to Esther Simpson Building, Lyddon Terrace, LS2 9LA. 'Black and White' taxis can be hailed anywhere.

PRIVATE HIRE CARS - Must be pre-booked. Try City Cabs (0113 246 9999) or Arrow Cars (0113 258 5888). Ask the driver to go to Esther Simpson Building, Lyddon Terrace, LS2 9LA.

FLIGHT – Leeds Bradford Airport is 10 miles away. It is best to take a taxi from there. Arrow Cars (0113 258 5888) is the official Leeds/Bradford Airport taxi company. There is also a bus from the airport to the city centre (www.leedsbradfordairport.co.uk/getting-to-and-from). Manchester Airport is 60 miles away (www.manchesterairport.co.uk/getting-to-and-from) with frequent trains to Leeds.

ON FOOT FROM TRAIN STATION – The university campus is a 20–30-minute uphill walk from the train station.

- Leave the station building through the exit opposite the ticket barriers.
- Turn left, past the bus stops, then after about 40m cross the road at the traffic lights, heading north (see map) up Park Row.
- At the top of Park Row, turn right onto The Headrow, passing *The Light* shopping centre on your left.



- Immediately after *The Light* turn left onto Albion Street which leads into Woodhouse Lane. Keep on the left side of the road, passing Morrisons, Leeds Beckett University and Dry Dock boat pub, heading uphill for the Parkinson building (white clock tower). See page 3 on how to proceed on foot.

CAR – Registration takes place at Esther Simpson Building, Lyddon Terrace (postcode LS2 9LA) for delegates arriving on Sunday.

From the North, via A1: Leave the A1 at the Ferrybridge services, to join the M62 westbound. Exit the M62 at Junction 29 to join the M1 northbound. From the M1 follow signs for the M621 (Leeds City Centre). Then follow directions in the bullet point below.

From the South, via M1: From the M1, follow signs for the M621 (Leeds City Centre). Then follow directions in the bullet point below.

From the West, via M62: Exit the M62 at Junction 27, signposted Leeds M621. Then follow directions in the bullet point below.

From the East, via M62: At Junction 29 of the M62, turn onto the M1 north. From the M1 follow signs for the M621 (Leeds City Centre).

Then:

Exit the M621 at Junction 2 (not 2A), signposted A643 Wetherby (A58). At the roundabout take the third exit, signposted City Centre, Wetherby A643 (A58). After leaving the roundabout, stay in the middle or right-hand lane following signs for City Centre A58. After 1 mile, take the exit marked Skipton A660, Universities. Continue on the A660. Then see page 2 on how to proceed. There are different instructions for Blue Badge Holders and for all other parking. See further parking information below.

Car Parking: Parking is restricted, so please car-share where possible. There is a Facebook group you can join to make your own car-sharing arrangements with other delegates, as the CM office is unable to help with this. Please go to <https://www.facebook.com/groups/CMconferencecarshare/>.

For Blue Badge Holders: You were asked if you required blue badge parking when registering your place. If you selected yes and gave your car registration number, then this has been booked at the University for you and is provided free of charge. Staff will be available upon arrival to direct you to available spaces.

For all other on-campus parking: You will need to park in the Orange Zone. The parking code is 784911. An ANPR (Automatic Number Plate Recognition) system is in operation across campus and automatically issues fines. Your parking code must be entered into a parking ticket machine on arrival to pay. The code will allow you to select how many days you will be parked. Each day ends at midnight, so if you arrive on the Sunday and leave on the Tuesday, you will need to select 3 days. Parking is charged at £7 per day, and payment is by card or contactless only. Fines will be issued if the code is not entered.

Parking ticket machines are located on level 1 of the multi-storey car park, in the outside car park by the Edge Sports Centre, and by the main entrance of the Marjorie & Arnold Ziff Building (near the Woodhouse Lane entrance and Parkinson Building).

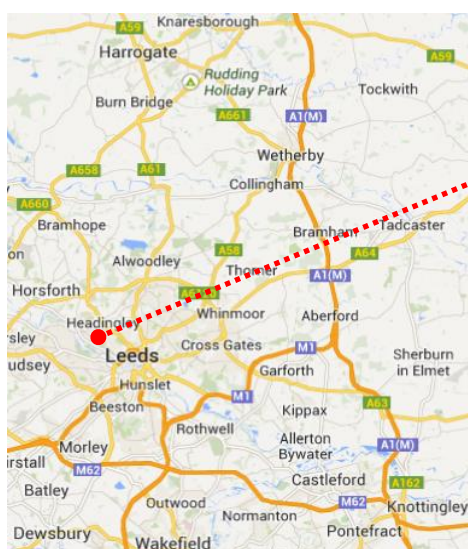
Electric vehicles: You will find 22 electric vehicle charging points (EVCPs) across campus (made up of 11 dual chargers). 14 of these (made up of 7 dual chargers) are located on the first floor of the university's multi-storey car park, with others located across campus. You can find where they are, as well as other charging points in Leeds and nationally, on Zap-Map. If you are a visitor, there is currently no cost for charging your car on the university campus. However, you still have to pay the usual parking costs and comply with campus parking regulations.

Park & Ride: Please consider using the Elland Road, Temple Green, or Stourton 'Park & Ride' service to avoid city centre congestion, for details please visit:

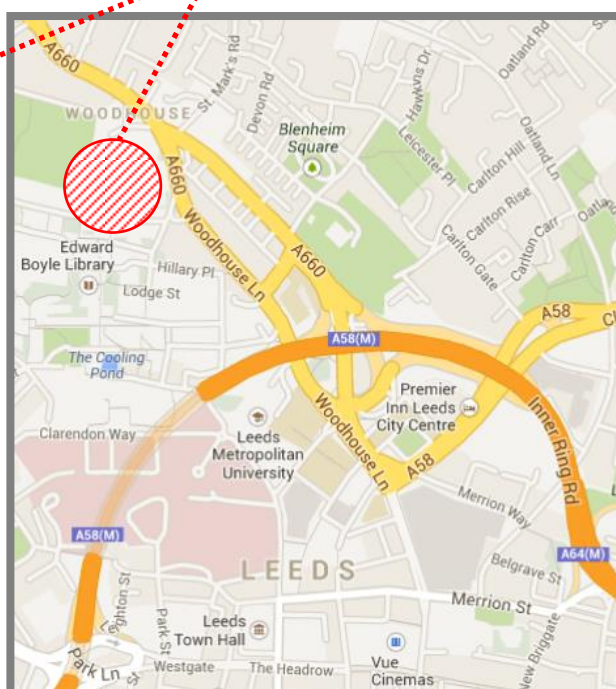
<https://www.wymetro.com/park-and-ride>

Further travel information can be found here (but please ignore the comments on parking):

http://www.leeds.ac.uk/info/5000/about/131/find_us



University of Leeds



Campus Map

Download a campus map (PDF) to your device from:

<https://eu-admin.eventscloud.com/docs/200007946/200192734>