

Dear exhibitor,

**Joining instructions: Ring20 Research Support UK CIO Family Conference**

**r(20) Family Conference 2017: 'The Odyssey of the Ring'**



**Saturday 5<sup>th</sup> August 2017**

**Alex Young Suite, Everton Football Club  
Goodison Park, Goodison Road, Liverpool L4 4EL**

Thank you for registering to exhibit at the Ring20 Family conference. You can see the up-to-date program <https://ring20researchsupport.co.uk/r20-family-conference/> and venue information attached.

**Courier instructions**

If you intend to courier items up to Liverpool, please ensure that they are delivered by Wednesday, 2<sup>nd</sup> August at the latest.

Please address your packages as follows and ensure they are marked with your organisations' name:

**Lucy Nagle  
Ring20 Family Conference 2017  
Sodexo at Everton Football Club  
Main Stand Reception  
Goodison Road  
Liverpool  
L4 4EL  
(Lucy Nagle – 0151 5305250)**

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## Travel to the Everton Football Club

Exhibitors are expected to make their own travel and accommodation arrangements.

**Train** – The nearest main line station is Liverpool Lime Street. When you arrive, either get a taxi outside the station or get the Merseyrail Train on the northern line to Kirkdale. (Kirkdale is approx a mile walk from the stadium)

**By Bus** - You can get buses 19, 19a, 20, 21, 341 from Liverpool One Bus Station to County Road and Walton Road

**Driving** - Sat Nav postcode L4 4EL Have a look at the available parking options at [\[link\]](#) For comprehensive travel instructions please see attached 'Directions'

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## On Arrival

Ask at reception for directions to the Alex Young Suite where the events of the day will be held.

There is a cloakroom where you can leave your coats and bags during the conference. Please note that the cloakroom is unattended throughout the day, and we recommend that any valuable items are kept on your person. Valuables are left in the cloakroom at the owner's risk.

The venue opens at 08:00 and we would expect exhibition stands to be set-up by 08.30 in time for registration. Event staff will be on site from 08.00.

Tea and coffee will be available from 08.30. During the meeting, tea/coffee break and lunch timings are outlined below (but may be subject to minor change).

- 08.30-09.00 – Registration
- 10.40-11.10 – Tea/coffee break
- 12.30-14.00 – Lunch
- 15.20-15.30 – Tea/coffee break

Please ensure that your stand is manned during these periods.

Sessions begin at 09:00 and the talks conclude at 16:45.  
You must take down your stands and clear the venue by 18:00.

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The **hashtag** for the event is **#r20familyconference**. It would be great to have a lively stream of tweets, but please use mobile devices in a considerate way.

**Internet access:** there is complimentary Wi-fi access, details of which will be included in the delegate packs.

**Presentations:** Please do not use your mobile devices to photograph the presentations, as some may contain sensitive material. With approval, the presentation slides will be placed on our website after the meeting.

**Dietary requirements:** Please ensure that you have notified us of any special dietary requirements in advance.

**Disabled access and facilities:** Everton Football Club is fully accessible and there are removable seats allowing space for wheelchairs.

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**Parking:** Delegates may park in the main car park off Walton road, see attached document. Disabled parking bays are available. A current blue badge must be displayed.

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**Commented [A4]:** Again pls check with Lucy

We look forward to you joining us at the conference, but in the meantime if you should have any enquiries, please do not hesitate to get in touch. For enquiries, please contact: [ring20@ring20researchsupport.co.uk](mailto:ring20@ring20researchsupport.co.uk)

Best wishes,

Donald Gordon Co-Founder(Chair)  
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Tel: **01708 403620**

Website: <http://ring20researchsupport.co.uk/>  
Facebook page: <https://www.facebook.com/Ring20ResearchandSupportUK>  
Twitter: **@Ring20uk**

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