

## Annual Conference 2018

### *Joining instructions for delegates*

#### Conference Venue

The RAISE Conference will be taking place at [Sheffield Hallam University's](#) City Campus, [Charles Street Building](#), 133 Charles Street, Sheffield, S1 2ND, which is situated in the heart of Sheffield city centre, just a few minutes' walk from Sheffield's main railway station and bus interchange. All delegates will be required to register in the Charles Street Building. A [Campus map](#) is available to help you locate the building, which can be accessed from both Charles Street and Arundel Gate.

#### Registration and Information Desk

Located in the Charles Street Building, ground floor, accessed via the main entrance on Charles Street. Here you will pick up your name badge and delegate pack. The registration and information desk will be open throughout the conference.

09:00 - 17:00 on Wednesday and Thursday

08:30 - 16:00 on Friday

There will also be a luggage room available on the ground floor (12.0.15) for use by delegates. The room will be kept locked (key available from the Registration Desk).

If you are planning to attend the conference but have not yet booked your place, please ensure that you [contact the conference organisers](#) as soon as possible to make a late registration, as online registration has now closed.

#### Key contacts

Before the conference, please contact the [events team](#) by email with any general enquiries about scheduling and facilities.

Queries about presentations, abstracts, and speakers can be sent to the [conference organisers](#). Contact telephone numbers for use during the conference will be issued at Registration.

## Refreshments

Lunch and break-time refreshments will be provided for delegates each day, in the Charles Street Building.

These will mostly be served on the ground floor, except for during the brief (15 minute) comfort breaks, when tea, coffee, and water will be available on Floor 3. (See [daily schedule](#).)

## Accommodation

If you have arranged your accommodation via the link from the conference booking site, please ensure that you have received email confirmation of your hotel booking and bring your booking acknowledgement number with you when you check in. If you need to [amend your reservation](#), please do so as soon as possible.

## Conference Programme

You can view draft copies of the conference programme on the conference website:

- [Single page overview](#)
- [Daily schedule](#)
- [Parallel Session schedule and themes](#)
- [Parallel Session abstracts](#)

A copy of the final programme will be available to all delegates in hard copy at Registration.

## Wi-Fi and Social Media

Unlimited free Wi-Fi will be available for all delegates through the conference. A username and password will be available at the registration desk. You can also use Eduroam if you know your own institution's login for this network.

If you would like to tweet about the conference, please use **#RAISE18** and include **@RAISE\_network** in your message.

## Cash Machine

There is a cash machine located in the [Owen building](#), at the main entrance to the City Campus, on Level 5. Further cash machines are available at the nearby Tesco and Sainsbury's shops.

## Social Programme

### Tuesday 4<sup>th</sup> September 2018

Informal social from 7pm, for delegates arriving in advance of the conference, at The Graduate, Surrey Street, Sheffield, S1 2LH.

### Wednesday 5<sup>th</sup> September

**Welcome drinks reception** from 6pm, in the Charles Street Atrium, ground floor. All delegates welcome.

**Informal social** at [The Devonshire Cat](#), 49 Wellington Street, S1 4HG. All welcome. Meals available

### Thursday 6<sup>th</sup> September

**Social Run**, all welcome! Meet in Charles Street Atrium, ground floor at 17:00, set off at 17:15. Run leaders: Gaby Neher and Gini Hutton. Showers available in Charles Street building.

**Conference Dinner** at 18:30, in Hallam View, 6<sup>th</sup> floor, Owen Building, Hallam Square. Pre-bookings only. Please bring your badge as confirmation of your booking, and collect a card with details of your dinner choices.

## Things to do in Sheffield

If you are in Sheffield before or after the conference, there are plenty of things to see and do. Sheffield is one of the greenest cities in the UK, with many parks and the city boundaries are within the Peak District National Park. There's an abundance of places to eat and drink in the city centre. If you love to shop Meadowhall shopping centre is a short tram ride away. If the great outdoors appeals, or perhaps a visit to a stately home, the Peak District, Chatsworth House, Haddon Hall and Hardwick are all within a short drive from the city.

Here is a link to [Visit Sheffield's](#) website where you will find details about local attractions, walks, cycling, parks, gardens and woodland along with maps of the city to help you find your way.

You can also take a look at the [Welcome to Sheffield](#) Mini Guide for more information on visiting Sheffield.

## Restaurants, pubs, bars, and cafes

City centre restaurants are just a short walk from the recommended hotels and are centred around two main areas - the Peace Gardens/St Pauls and Leopold Square. Popular nearby restaurants include [Ego](#), [Pizza Express](#), [Bill's](#), [Zizzi](#), [Cosmo](#), [Café Rouge](#), [Benjamin Huntsman](#), and [Piccolino](#) (amongst others).

City centre pubs and bars are just a short walk from the recommended hotels and the city campus. There are many bars located along two main city centre streets, Division Street and West Street, which run parallel to each other. Even closer to the city campus you have many bars/pubs to choose from, with the [Red Lion](#) situated just opposite the Charles Street building, the [Sheffield Tap](#) next to the railway station, and [The Graduate](#) pub, on Surrey Street, being a favourite amongst some of our students.

For those who want to venture just out of the city centre, head to the [Devonshire Cat](#) in the city's West End, or to [Kelham Island](#) for some traditional real ale pubs, in what was once the heart of Sheffield's steel industry.

There are also a number of nearby day-time cafes, including [Tamber](#) at Seller's Wheel, and [Fusion](#), both of which are close to the conference venue. [Blue Moon](#) is situated close to Sheffield Cathedral, and is a good choice for vegetarians and vegans.

## Car Parking

There are pay and display car parks close to the University with both the NCP on Arundel Gate and the ACPOA car park on Eyre Street running a reduced parking rate for guests visiting the University. If using the ACPOA car park you will receive a token as you enter the car park and this should be validated at the University's main reception when you enter the building. If you are using the NCP on Arundel Gate you will receive a card when you enter the car park. You will need to pick up an additional card at the registration desk, which should be presented at the car park when you are leaving to receive the reduced rate. Information on parking can be found [on our website](#).

## Guidance for Paper / Workshop Presenters

**Papers** should be brief, accessible presentations or interactive sessions of no more than 20 minutes (plus 10 minutes for questions) on one of the conference themes

**Workshops** are scheduled for 50 minutes, to enable you to run an interactive session with delegates, exploring one of the conference themes

**Pecha Kuchas** are short, highly-focussed presentations, which consist of [20 slides which are shown for 20 seconds each](#), with a narrative, constituting a presentation of 6 minutes 40 seconds in total (plus 3 minutes for questions).

If you have a **digital presentation, please bring it with you** on a memory stick (or similar), and arrive at your session a few minutes in advance, to give you time to load your presentation and introduce yourself to the session chair and fellow presenters. Unfortunately, the conference organisers will not be able to load your presentation for you in advance, so please make sure you have it with you.

## Guidance for Parallel Session Chairs

Delegates who have volunteered to chair one or more of the parallel sessions have been allocated a session and have been sent a copy of the guidance notes by email.

- [Allocation of Chairs to parallel sessions](#)
- [Guidance notes for parallel session chairs](#)

## Guidance for Poster Presenters

Printed posters should be no smaller than A1 in size but may be up to A0. Portrait or landscape orientation is acceptable. Printed posters must be taken to the conference. Digital posters and demonstrations can also be accommodated, but please [notify the conference organisers](#) if you require equipment to facilitate this.

Unless you are unable to attend the conference (and have therefore already made arrangements to send your poster in advance), please **bring your poster with you** to the conference. Posters will be displayed on boards situated on the ground floor of the Charles Street building. Please ask at the Registration / Information desk for assistance.