



# Joining Instructions

## Inaugural Meeting

Thursday, 12 September, 2019  
Roberts Building,  
University College, London (UCL)  
Twitter: [#cilipbamemtSep19](#)

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### Delegate welcome

Thank you for registering to attend the Inaugural meeting of the CILIP BAME Network. We are looking forward to welcoming you to this special event and excited to have our first face to face meeting. We have provided lots of opportunities to network with other delegates and hope that you have a productive and enjoyable afternoon. Please find below details that will assist you as you plan your attendance.

### Information Updates and Promotion of event

Information about this event is available from the CILIP event page at <https://www.cilip.org.uk/events/EventDetails.aspx?id=1267714&group=>

For regular updates follow [@cilipbame](#) or/and [#cilipbamemtSep19](#) on Twitter. Please help us to raise the profile of the event by tweeting about it if you can, before, during and after the conference.

Please contact [Info.BAME@cilip.org.uk](mailto:Info.BAME@cilip.org.uk) for general information and advice.

### Venue

This meeting will take place at University College London (UCL), Roberts Building, Torrington Place, London, WC1E 7JE University College London(UCL)  
<https://www.ucl.ac.uk/estates/roombooking/building-location/?id=045>

All plenary sessions will take place in Room 106, a lecture theatre located on the first floor. Registration will take place on the ground floor in Rm G.02 and all refreshment breaks will also take place on the ground floor in G.02.

Accessibility information about the building is available at <https://www.accessable.co.uk/ucl/access-guides/roberts-building-and-darwin-extension>

## **Travelling to the event**

Information about how to travel to the event and University maps is available from <https://www.ucl.ac.uk/maps>. Further information is also available from Google Maps at <https://goo.gl/maps/5MfzozYWGw5zgxF18>.

## **Registration**

Delegates can start to register from 12:45pm on the ground floor (G.02) of the Roberts Building. Tea, coffee and biscuits will be available on arrival.

If you have indicated that you have specific needs or you need assistance in any way please do indicate this when you register.

## **Wifi**

Free Wifi is available at the venue for all delegates. To login use the event code CILIP BAME.. For your convenience, please find attached guidelines which explain how to access wifi at the venue. It is advisable that you bring these instructions with you.

## **Programme**

Please consult the attached programme in order to obtain an outline of the afternoon, All plenary sessions will take place in Room 106, Roberts Building. This room is a lecture theatre located on the first floor. Information about our speakers can be explored by consulting our attached speakers information document.

## **Refreshments and networking**

We have provided several opportunities for networking at this conference since we appreciate this will be important for delegates. All refreshments will be available on the ground floor in Rm G.02. Tea, coffee and biscuits will be available on arrival. Please note that lunch is not being served at this event.

## **Key Contacts:**

Speaker Liaison at the event : Paul Byfield

Delegate Liaison at the event: Heena Keravadra

General queries before the conference: [Info.BAME@cilip.org.uk](mailto:Info.BAME@cilip.org.uk)

## **Photography**

Filming and photography will take place during the event. Every effort will be taken to exclude persons who indicated that they do not wish to be photographed. However, if photographs were taken inadvertently such persons will have the opportunity to advise us if any photographs were taken of them before they are made publicly available. Any such photographs will be eliminated from our collection. Photographs will be used for marketing and promotion by CILIP.

