

FAQs SIGBI BELFAST 2022 CONFERENCE

The following are Frequently Asked Questions (FAQs) that you may find useful for SIGBI Belfast 2022 Conference. They will be added to as the need arises up to the start of Conference.

Q. When will the conference take place?

A. The SIGBI Belfast Conference 2022 will take place 28th October to 29th October 2022 with an informal Friendship Evening being held on the evening of Thursday 27th October.

Q. Where will the conference take place?

A. The Conference is being held in the Belfast International Convention Centre (ICC), The Waterfront, 2, Lanyon Place, Belfast BT1 3WH.

Q. Will the conference be purely a face-to-face conference or will there be a hybrid on-line facility as well?

A. The conference will be purely traditional face to face. In order to avoid large financial penalties from the 2020 conference (as it changed to a virtual one because of the Covid 19 pandemic) the original contract was transferred to the 2022 conference. Unfortunately, to include a hybrid option was cost prohibitive.

Q. Is there a link to the conference website?

A. There is a link to the Conference website on the SIGBI website <https://sigbi.org/belfast2022/>

Q. What is the programme for each day?

A. The programme each day can be found on the Conference website and a printed programme will be available at the ICC when you show your conference pass.

Q. Will the SIGBI General Meeting be part of the programme?

A. Yes, the SIGBI General Meeting will be held on the afternoon of Friday 28th October.

Q. How do I attend the FPAC meeting?

A. The FPAC meeting, although not a formal part of the Conference, will be held on Thursday 27th October in the Clayton Hotel, Belfast.

Q. How do I book accommodation?

A. The Conference Committee and SIGBI asked Visit Belfast for information about hotels, guest houses and other accommodation. Information and how to book can be found on the Conference website. This is not compulsory, and you can find your own accommodation. Further details can be found on the Conference Website: <https://sigbi.org/belfast2022/>

Q. Which is the Conference Hotel?

A. The Conference Hotel is The Hilton Hotel, 4, Lanyon Place, Belfast BT1 3LP.

Q. Will there be a Civic Reception?

A. No, there will not be a Civic Reception this year, although there will be an informal Friendship Evening on Thursday 27th October.

Q. Will there be a conference bag?

A. No, there will be no conference bags. This is part of the 'sustainable conference'.

Q. What is a ‘Sustainable Conference’?

A. The Belfast 2022 Conference Committee is working in partnership with Visit Belfast to make this year’s conference a ‘Sustainable Conference’. The Committee aims to manage the environmental impact of holding the conference by identifying where it can design out or reduce resources, commit to reducing emissions, implement a responsible procurement policy, select sustainable suppliers, and establish environmental objectives for the event.

Q. Will lunches be available?

A. Pre-ordered packed lunches will be available from the ICC when ordered at the time of registering for the conference. As part of the ‘sustainable conference’ there will be a no meat sandwich option on the Friday. For those delegates who do not pre-order a packed lunch, the ICC will **not** be providing a cash counter service for sandwiches. Bar 1 at the ICC will be open to purchase drinks during both lunchtimes, the ICC is now a cash free venue, therefore card payments are only accepted. **Please note:** Only food and drinks purchased in the ICC can be consumed on the premises.

Q. Will the ICC Belfast or places close by accept cash payments?

A. No, the ICC Belfast is a cash free venue and so are the majority of places located close to the venue. Only card payments are accepted.

Q. What do I do if I have a food allergy?

A. As you may well know a new law called Natasha’s Law came into force in October 2021 regarding the 14 most common Allergens as defined by the UK’s Food Standards Agency. Although this relates to food labelling it is imperative that you register your known allergies when selecting your sandwich selection for conference, this will allow the caterers to accommodate your needs. It is also important that when collecting your lunch that you inform the catering staff that you have pre-ordered an allergy-free meal.

Q. Will there be an Exhibition?

A. Yes, there will be an Exhibition. We are planning to have an exhibition area this year featuring Club projects, stands from charities and partners, and commercial exhibitors. There will be plenty of time to browse the stands over Thursday afternoon, Friday and Saturday (until 2.00pm). Details on how to apply for a stand in the exhibition area are available from the Conference Website: <https://sigbi.org/belfast2022/>

Q. Do I need a visa to travel to Northern Ireland?

A. This will be dependent on which country you are travelling from. You will need to check. Should you require a visa, information is on the Conference Website: <https://sigbi.org/belfast2022/>

Q. What arrangements are in place at the ICC to adhere to any Covid restrictions?

A. We will be guided by whatever regulations are in place in Northern Ireland at the time, together with the specific arrangements put in place by the ICC. We will keep you informed of the latest situation nearer the Conference dates via the Conference Website

Q. What will happen if I am taken ill or have an accident?

A. An approved team of First Aiders will be in attendance throughout the conference to deal with all incidents; Stewards will be briefed about the procedures to be followed.

Q. I am coming to conference for the first time. Have you made any special provision for me?

A. When you register for conference, you will receive a conference pass with a yellow lanyard to show that this is your first conference.

Q. How do I meet members of our Friendship Link clubs?

A. The Friendship Link Stand will be located in the Exhibition Hall in the ICC so that you can contact and meet Friendship Link club members.

Q. Will there be assistance for those with mobility and other needs?

A. Yes: a team of dedicated assistant stewards will be available throughout the conference. They will be easily identifiable as they will be wearing the SIGBI blue Stewards sash bearing a gold rosette. There will be a separate Delegate Check-In desk for those needing extra assistance. Delegates, who identify as requiring special assistance when registering for the conference, will be contacted by the Special Assistance Steward prior to the conference to discuss assistance needs.

Q. When will I be able to get into the ICC?

A. On Thursday 27 October the foyer of the ICC will be open for delegates to check-in from 12.00pm to 5.30pm. On Friday & Saturday you will be able to enter the ICC from 8.15am; if you have not already checked-in the Delegates Desk will be available for you to do so.

Q. Can I park at the ICC?

A. There is no ICC dedicated parking. The ICC is located within the heart of the City Centre which offers visitors access to a wide range of car parking facilities within walking distance of the ICC. [APCOA Parking Lanyon Place](#) - The car park is surrounded by shopping centres, places to eat and located just 100 metres from the ICC. (Please click on this link for further information on their services including disabled parking etc). The current hourly rate for the car parks within Lanyon Place is £2.50 (this of course is subject to change, so please check nearer to Conference). Special rates are available for evening parking in both Lanyon Place and Hilton car parks. Park between 5.30pm and midnight and pre-pay £7.50 for your stay (again please check for the latest information nearer to Conference).

Q. Will I be able to purchase photographs after conference?

A. A photographer will be present throughout the conference to take photographs that will be displayed on the SIGBI flickr web site www.flickr.com/photos/sigbi. After the event the you will be able to purchase photographs from the Photographer's website, details will be available in the SIGBI News Briefing after the event.

Q. Where will the SIGBI office be located?

A. On Thursday in the Foyer of the ICC Belfast, from Friday onwards in the Exhibition Hall at the SIGBI Trading Ltd stand.

Q. Will I be able to buy SIGBI items for my Club?

A. SIGBI Trading Ltd will be in the Exhibition Hall but **there will be no goods on sale**. There will be examples of each product for you to see so that you can order on-line. This year **we will not be accepting pre-orders for collection at conference**.

Q. How will I recognise a steward if I have a question?

A. Conference Stewards will wear distinctive SIGBI blue Stewards sashes. They are there to welcome you to the conference and help make it safe and enjoyable for everyone.

Q. Will there be buses or taxis from the hotels to the conference venue?

A. Public transport is readily available so no bespoke transport will be available. Should delegates wish to use a taxi at their own expense most hotels will be able to provide contact details of local taxi companies.

Q. How can I travel to Belfast?

A. Belfast is accessible by air (with two airports) and ferry if you are travelling from outside Northern Ireland or the Republic of Ireland; or by train or road travel if you are local. For those delegates considering car travel please be aware that only limited car parking may be available at your hotel. Belfast's public transport links are easy to locate and there is also an abundance of local taxis available at both the rail and bus stations.

Q. Will there be WiFi available in the ICC auditorium?

A. Free WiFi will be available throughout the ICC for the duration of the conference so that you can check your eMails. It does not have capacity to live stream.

Q. Are there child-minding facilities at the ICC?

A. No, there are no child-minding facilities at the ICC. However, there is information about possible services on the Conference website: <https://sigbi.org/belfast2022/>

Q. Currency

A. The pound sterling is the currency for Northern Ireland. No other currency is accepted.