

FAQs SIGBI CARDIFF 2026 CONFERENCE

The following are Frequently Asked Questions (FAQs) that you may find useful for SIGBI Cardiff 2026 Conference. They will be added to as the need arises up to the start of the Conference.

GENERAL

When and where will the conference take place?

The SIGBI Cardiff Conference 2026 will take place on **Friday 30th October and Saturday 31st October 2026** and will be held at the **Holland House Hotel & Spa by Sunday, 24-26 Newport Road, Cardiff CF24 0DD.**

Is there a link to the conference website?

There is a link to the Conference website on the SIGBI website <https://sigbi.org/cardiff2026/>

Where will the SIGBI office be located?

In the foyer of the Calon Suite from Friday – Saturday.

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

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.

Please be aware that Conference Stewards will be checking Delegates Conference Passes as you enter the Calon Suite.

VENUE

Important information about Holland House Hotel & Spa by Sunday:

Holland House Hotel & Spa by Sunday is a self-contained hotel with its own restaurant, breakfast facilities, bar and swimming pool & spa. The pool and spa are subject to an additional charge.

Is there Car Parking at the Hotel?

There is a car park on site at the Hotel. The Car Park is underground and may have a height restriction. There is a charge for parking including blue badge holders.

How do I access the Conference Venue?

Access to the Calon Suite which is the conference venue is via a door on the left-hand side of the hotel, as you look at it.

There is a disability lift from the pavement to the entrance to aid access.

Will there be a cloakroom?

Yes, there is a cloakroom in the main hotel reception, which is staffed 24/7. If you haven't checked into the hotel yet, you're welcome to store your suitcase there and also if leaving on Saturday.

Please be aware it is a public building, and we therefore advise always keep personal belongings (such as handbags) with you.

Will there be Wi-Fi available?

Free Wi-Fi will be available throughout the conference hotel for the duration of the conference. When you arrive, please register your email address under the Wi-Fi named Sunday. No password is required. If you are here for multiple dates, we recommend ticking the remember me box.

GETTING THERE/GETTING AROUND

Do I need a visa to travel?

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: website <https://sigbi.org/cardiff2026/>

How do I book accommodation?

There are lots of hotels which are within walking distance of the conference hotel. Further details for hotels and a direct booking link can be found on the Conference Website: <https://sigbi.org/cardiff2026/>

How can I travel to Cardiff?

Go to the Meet in Cardiff Website, where you will find plenty of information about travel and things to do in Cardiff. Details and links are on the SIGBI Conference Website: <https://sigbi.org/cardiff2026/>

Car Parking in Cardiff

Everything you need to know about car parking in Cardiff can be found on the Meet in Cardiff website at the following www.visitcardiff.com/visitor-info/parking/

As Cardiff is a Capital City, car parking is at a premium. Please consider using public transport to save money.

Travelling to Holland House Hotel & Spa

On arrival at Cardiff Central Train Station, you will need to transfer to a local train to Cardiff Queen Street.

On arrival at Cardiff Queen Street Station, Exit onto Station Terrace and head east toward Newport Road. Walk along Station Terrace and continue straight onto Newport Road (A4161). After a few minutes, you'll see Holland House Hotel on the left-hand side at 24–26 Newport Road. The hotel entrance is just off the main road.

From Cardiff Central Train Station, walk to the nearby Cardiff Bus Interchange (Bay 11) and take a bus to West Grove, which takes about 10 minutes, then walk about 2 minutes to the hotel.

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

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. However, there are a range of Hotels/Motels in very easy reach of the venue.

REGISTRATION

How do I register for the conference?

Delegate registration will be available from May 2026. **Registration closes on Sunday 11th October 2026.** Details on how to register can be found on the SIGBI Hub and on the Conference website: <https://sigbi.org/cardiff2026/>

I am a Soroptimist but not from the SIGBI Federation, how do I register for the SIGBI conference?

The same applies as the question above. As you are not a member of SIGBI Federation you would register as a Non-Soroptimist/Guest. You may need to check whether you require a visa. For further information please visit the Conference Website: <https://sigbi.org/cardiff2026/>

Can Non-Soroptimists Register?

Yes, Non-Soroptimists are welcome to register. The same details apply to the question above. Registration will be available from May 2026. Details on how to register please visit Conference website: <https://sigbi.org/cardiff2026/>

What does the registration cost?

Full Registration is £186 for SIGBI members and for non-Soroptimists/Guests is £191.

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

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

TIMINGS FOR THE CONFERENCE

What time do the doors of Holland House Hotel & Spa open?

The doors will be open from 08:30 on Friday 30th and Saturday 31st October 2026.

What time are delegates to be seated each day?

Delegates to be seated by 09.45 in Calon Suite for the event to start at 10:00 on Friday 30th October and 9-30pm on Saturday 31st October 2026.

What time will the conference end each day?

On Friday 30th October 2026 the conference will finish at 18.15 hours. On Saturday 31st October 2026 the Conference will end no later than 17:30 hours after the Closing Ceremony.

PROGRAMME

Will the SIGBI General Meeting be part of the programme?

Yes, the SIGBI Annual General Meeting will be held on the morning of Friday 30th October 2026. Members attending the AGM only, will need to leave after the AGM during the comfort break unless they have purchased a ticket for the remaining sessions.

What is the programme for each day?

The programme each day can be found on the Conference website and a printed programme will be available on arrival at Conference. You will not need to queue for your programme as these will be handed to you, by Stewards, as you enter the Calon Suite. Delegates attending on the Saturday only will collect their printed programme from the SIGBI HQ desk which will be in the Calon Suite Foyer.

REFRESHMENTS/LUNCHES

What time will tea/coffee be served?

Tea/Coffee and biscuits will be available on arrival from 08.45 – 09.45 hours on Friday 30th and Saturday 31st October 2026. There will also be a break for afternoon tea/coffee and biscuits on both days.

Will lunches be available?

Yes, you will be able to pre-order a packed lunch, which includes a sandwich, packet of crisps and a snack on arrival on the Friday and Saturday morning until 09:45. The packed lunch is £8, and payment is by card only. Gluten Free options are available, please advise when ordering. The lunch options are:

- Ham Salad
- Turkey Salad
- Cheese Salad
- Tuna Mayo
- Hummus and Red Peper (Vegan)

Please note: The hotel will be responsible for taking orders and payment.

In addition, there are multiple places suitable for a light lunch within walking distance of the conference hotel.

Can I bring food into the hotel that is purchased outside or brought with me on the day?

Delegates are not permitted to bring their own food into the conference venue.

Will there be any water stations?

Yes, there are complimentary water stations, please bring your own water bottle.

Will there be a Bar open?

Yes, the hotel has a Bar that is also open to the public, where you can purchase all types of drinks. Please note that payment is by card only. The Bar is located on the first floor.

SPECIAL NEEDS

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

Yes: a team of dedicated assistance stewards will be available throughout the conference. They will be easily identifiable as they will be wearing the SIGBI blue Steward's sash bearing a gold rosette. 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.

Is there a Hearing Loop system?

Yes, there is a hearing loop system in the Calon Suite. Delegates who require it will have reserved seating to ensure they are fully supported during the event.

PHOTOGRAPHY

Videotaping/Recording/Photography

The video/visual recording of the Conference is strictly forbidden except by the official Conference Photographer or Audio-Visual Team. **All delegates must acknowledge this and consent that photographs will be taken by the Conference Photographer and video recording of the event may be used for purposes such as the marketing of future events/recruitment.**

If anyone would rather not be included in photographs, just let the Conference Photographer know when they are taking pictures and the Audio-Visual team when video recording.

Will I be able to purchase photographs after the conference?

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 you will be able to purchase photographs from the Photographer's website, details will be available in the SIGBI Hub after the event.

OTHER

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

The hotel will provide First Aid cover and will deal with all incidents. Stewards will be briefed about the procedures to be followed.

COVID and other infectious viruses

We want members to stay safe at the Conference. If YOU consider yourself vulnerable, please take the necessary precautions that you would take in any other forum where there is a large group of people.

Will there be an Exhibition?

There will be no Exhibition.

Will there be Delegate Check-In?

There will be no Delegate Check-In.

How do I meet members of our Friendship Link clubs?

There will be no Exhibition Area at Conference this year. Our plan is to have a Friendship Link Notice Board at the Conference. This to be confirmed. We do suggest that Friendship Link Club's make electronic contact before conference and arrange to meet at lunch time or in the evening to spend time together and/share a meal together.

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

As there is no exhibition there will be no goods on sale.