

FAQs SIGBI LONDON 2023 CONFERENCE

The following are Frequently Asked Questions (FAQs) that you may find useful for SIGBI London 2023 Conference. They will be added to as the need arises up to the start of Conference.

When and where will the conference take place?

The SIGBI London Conference 2023 will take place on **Friday 3rd November to Saturday 4th November 2023** to be held at **Friends House, 173-177 Euston Road, London, NW1 2BJ**.

Important information about Friends House:

Friends House is a Quaker owned building, therefore be aware that **no alcoholic beverages** are allowed on site. **Delegates are also not permitted to bring their own food into the venue.**

Videotaping/Recording/Photography

The videotaping or recording of Conference is strictly forbidden except by the official Conference Photographer or Friends House 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.**

Can I take photographs within Friends House?

As per our contract with Friends House, all photography can only be taken within the areas of hire and that no signage of Friends House or Quaker logos are in the pictures and that no other people other than our delegates are in the photographs. As there will be a Conference Photographer, **we strongly advise that delegates do not take photographs/videos during the event.**

Will I be able to purchase photographs after 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.

What time do the doors of Friends House open?

The doors will be open from 08.30 on Friday 3rd and Saturday 4th November 2023.

What time will tea/coffee be served?

Tea/Coffee will be available on arrival from 08.45 – 09.45 on Friday 3rd and Saturday 4th November 2023.

What time are delegates to be seated each day?

Delegates to be seated by 09.45 in The Light Auditorium for the event to start at 10.00 each day.

What time will the conference end each day?

On Friday 3rd November 2023 the conference will finish at 16.30. On Saturday 4th November 2023 the Conference will end at 19.15, after the Closing Ceremony and entertainment.

Will the SIGBI General Meeting be part of the programme?

Yes, the SIGBI General Meeting will be held on the afternoon of Friday 3rd November 2023.

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 Light Auditorium.

Is there a link to the conference website?

There is a link to the Conference website on the SIGBI website <https://sigbi.org/london2023/>

How do I register for conference?

Delegate registration will be available from late April 2023. **Registration closes on 9th October 2023.** Details on how to register can be found on the SIGBI Hub and on the Conference website: <https://sigbi.org/london2023/>

I am a Soroptimist but not from 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/london2023/>

Can Non-Soroptimists Register?

Yes, Non-Soroptimists are welcome to register. The same details apply to the question above. Registration will be available from April 2023. Details on how to register please visit Conference website: <https://sigbi.org/london2023/>

What does the registration cost?

Full Registration is £175 to 9th October 2023.

How do I book accommodation?

There are lots of hotels which are within walking distance of Friends House. Further details can be found on the Conference Website: <https://sigbi.org/london2023/hotels-accommodation/>

Will there be a Civic Reception?

No, there will not be a Civic Reception this year.

Will there be a conference bag?

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

Will there be a cloakroom?

Yes, there is a dedicated secure cloakroom for storage of coats and bags/cases during conference. But please be aware it is a public building, and we therefore advise keeping personal belongings (such as handbags) with you at all times.

Will lunches be available?

No, but there are multiple places suitable for a light lunch within a few minutes' walk of Friends House, including a whole variety of options across the road on the Euston Station site. There is a small, vegan/vegetarian cafe on site, but this is SMALL, we therefore request that this is reserved for members with limited mobility.

As Friends House is a Quaker owned building, **please be aware that alcoholic beverages are not allowed on site. Delegates are not permitted to bring their own food into the venue.**

Will there be any water stations?

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

Will there be an Exhibition?

There will be no Exhibition.

Will there be Delegate Check-In?

There will be no Delegate Check-In.

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/london2023/>

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

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.

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.

How do I meet members of our Friendship Link clubs?

There will be no Exhibition Area at Conference this year, we 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 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.

Where will the SIGBI office be located?

In the Foyer of the Friends House, Euston Road Entrance from Friday – Saturday.

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

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

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.

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. There is a dedicated taxi rank directly opposite Friends House outside Euston Station. 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.

How can I travel to London?

Go to the Visit London Website, where you will find plenty of information about travel and things to do in London. Details and links are on the SIGBI Conference Website:

<https://sigbi.org/london2023/general-information/>

Will there be Wi-Fi available in The Light auditorium?

Free Wi-Fi will be available throughout Friends House for the duration of the conference.

Is there a Hearing Loop system?

Yes, there is a hearing loop system at the Friends House in The Light Auditorium.

COVID and other infectious viruses

There are no longer any mandatory restrictions in the UK for COVID, but we do want members to stay safe at 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.