

## Conference Information

### BSSPD Conference 16th and 17th April 2026

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#### Conference Venue

- The conference will be held at the The ICC (Halls 5, 7 and 8), 8 Centenary Square, Birmingham, B1 2EA
- +44 (0) 121 644 5025
- <https://www.theicc.co.uk/>
- For car-parking and travel information, visit <https://www.theicc.co.uk/find-us/>

#### Etiquette/Housekeeping

- Please wear your lanyards at all times whilst attending the Conference.
- Please switch off or mute any phones whilst in the auditorium (lectures will take place in the lecture theatre (Hall 5 on Level four)).
- The recording, photographing, or taping of any of the presentations or posters is not allowed, and the intellectual property rights of the presenters and their presentations must be respected.
- Please note that a photographer and members of our social media team will be circulating throughout the conference. If you have any concerns or issues, please email us at [admin@bsspd.org](mailto:admin@bsspd.org)
- It is not permitted to take food, drinks or luggage into the auditorium.
- Please dispose of any litter respectfully and carefully.
- Smoking (including Electric cigarettes/vaping) is not permitted anywhere within the ICC. Smokers will be directed outside of the building via Mall East (Centenary Square) or Mall West (canal entrance).
- If you have specific requirements, you should contact the conference organiser or society administrator to make these known.
- A prayer room will be available (Hall 7 on level four) should any delegates require it.

- Cloakroom facilities will be available at the venue on both days in the Mall on level three (near Centenary Square entrance)
- Delegates are responsible for their belongings, and neither the BSSPD nor ICC takes responsibility for any losses incurred. Please ensure you take all of your belongings with you, and do not leave items unattended at any time. Lost property is taken to Security Control, near to the cloakroom and Business Reception, or alternatively ask a Host for assistance
- Toilets are located on the foyer areas outside each Hall
- All ICC staff are uniformed, if you require any assistance. In the event of an emergency, please follow ICC staff instructions
- If it is necessary to evacuate the building, a recorded message will be broadcast throughout the venue asking delegates to leave by the nearest available exit. The first evacuation zone is on the Civic Centre Estate. Follow the instructions of the Hosts at all times
- For medical assistance, alert a Host who will contact a first aider

### **Conference programme booklet**

- Please note that the conference programme booklet will be available to download from our website. In the interest of sustainability, pens/notepads/bags will not be supplied.
- A printed 'pocket' programme will be available at the registration desk
- To download the conference programme booklet:  
<https://www.bsspd.org/Events/Annual+Conference+2025/Programme.aspx>

Or scan the QR code:



### **CPD arrangements**

- You **MUST** sign in **at the start of each day that you attend** to be eligible for CPD, and sign-in areas will be made available (in the foyer area outside Hall 5 on level four). After the conference, a link will be emailed to you to complete feedback and download your CPD certificate. Please ensure when signing in that your name and GDC number are correct, as mistakes cannot be rectified afterwards.
- Please note that the signing-in sheets will be in alphabetical order by surname, starting with A on the left as you face the registration desks.

### **Wi-Fi**

- As a delegate at the Conference, complimentary Wi-Fi Access will be available.

### **Tea and coffee**

- Tea and Coffee breaks are factored into the programme and will take place in and around Hall 8 on level five.

### **Lunch arrangements**

- Lunch on both days is included in the conference costs and will take place in and around Hall 8 on level five.
- Special dietary requirements must be made known to the administrative manager (Kirstin) well in advance. A separate allergen station will be situated in Hall 8 next to the catering stations.

### **Conference social evening arrangements**

- The social evening will take place at the ICC (Hall 8) after the AGM on Thursday 16th April and is a drink and canapes evening.
- Attendance at this event is free for delegates but you should have booked your place when you booked as a delegate.

- Special dietary requirements must be made known to the administrative manager (Kirstin) well in advance.
- As the social event is straight after the AGM, there is no formal dress code.

### **Trade**

- You are encouraged to visit the trade stands (they have a significant role in helping us meet costs and make it a successful conference). They will be located in Hall 8 on level five.

### **Oral Presenters**

- Please email Kirstin [admin@bsspd.org](mailto:admin@bsspd.org) with your presentation on or before Friday 10<sup>th</sup> April. You are also advised to bring your presentations on a USB stick to be uploaded by the audio-visual staff in good time for your presentation on Friday 17<sup>th</sup> April.

### **Poster presenters**

- You have already been emailed your poster code, which will also be on the back of your name badge. Schottlander posters, please affix your poster to the boards in Hall 8 on level five in your allotted space with the Velcro provided on the boards. Early Career award posters you are situated in the foyer area outside halls 5 and 7 on level four.
- Please note that we do not have facilities for printing your poster.
- You are not required to formally present your poster but should attend it during the following times when the judges/delegates may ask you questions:
  - Thursday lunch 1:40-2:00 posters SP01- SP15
  - Thursday pm break 3:30-4:00 posters SP16 - SP27
  - Friday am break 10.45-11:15 Early Career Award posters 1-5 and Schottlander posters SP28-SP38
- Prize announcements will be made on Friday at 5:00pm

**Thank you, and have an excellent conference**