General Information

Before the Conference

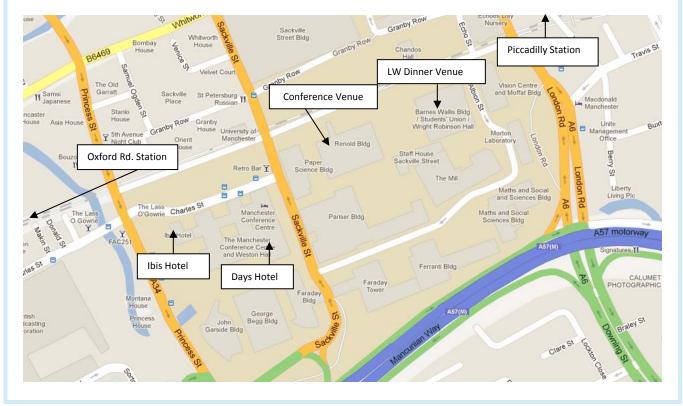
Venue

Language World 2012 will be at the University of Manchester, Sackville Street Campus, M1 3BB. It is conveniently situated in the centre of Manchester, close to Manchester Piccadilly and Manchester Oxford Road railway stations.

The exhibition and the conference will both take place in the Renold Building: this will open at 8am on both Friday and Saturday for registration.

Click here for details about travelling to the venue

The Language World Dinner is being held in the Barnes Wallis Building.





Accommodation

ALL had a number of rooms on hold at the Days Inn Hotel and the Ibis Hotel, but these have now been booked.

If you need assistance finding hotel accommodation in Manchester, please **email Ruth Thompson** at our partner organisation Conference Search, who can arrange this for you.

Alternatively, you may still be able to book a room at the hotels directly:

<u>Days Inn Hotel, Charles Street</u> <u>Ibis Hotel, Princess Street</u>.

Car Parking

The closest car park to the conference venue is the Charles Street Multi-Storey Car Park which is just a few hundred yards away.

Tel no: 0161 276 2449 Postcode: M1 3BB

Tariff (these are the rates quoted in January):

Up to 3 hours £3 3-6 hours £5 6-10 hours £8 10-24 hours £10

4pm-midnight £2 (must leave before midnight, including Friday or the day rate (£10) will apply)

Saturday and Sunday £2 all day

Cancellation Policy

Cancellations received before Friday 24 February: A full refund will be given.

Cancellations received before Friday 16 March:

A £35 administration charge will be levied.

Cancellations received on or after Friday 16 March:

Full charges will be levied.

Special Requirements

We will help to facilitate your visit to Language World by meeting any special requirements that you may have.

All conference rooms have disabled access.

If you have special requirements of which you have not yet informed us, please email us at info@all-languages.org.uk or telephone 0116 299 7600.



Enquiries

All enquiries, until 5pm on Wednesday 28 March, should be made to:

Language World,

Association for Language Learning,

University of Leicester,

Leicester,

LE1 7RH

info@all-languages.org.uk

0116 229 7600

For enquiries 29-31 March, see below.

Terms and Conditions

- Cash, cheque or credit card payments accepted. If you would like to pay by bank transfer, please contact Maria on 0116 229 7602.
- Booking not guaranteed until full payment is received.
- We reserve the right to change anything in the programme.
- We cannot be held responsible for any loss of property at the conference venue.
- Please see our cancellation policy above.

At the Conference

Enquiries

We regret that you will be unable to phone us at the office after 5pm on Wednesday 28 March.

Between 2 – 5pm on Thursday 29 March, and from 8am on Friday 30 and Saturday 31, you will be able to reach a member of the ALL team on 0161 306 4099.

Any urgent enquiries outside of these hours should be sent to info@all-languages.org.uk. Whilst we will have limited Internet access, we shall endeavour to check emails from time to time to respond to any last minute queries.

Alternatively, during the conference, visit the ALL registration desk located in the entrance to the Renold building.

Photography

Please note that there will be an official conference photographer at the event and that photos will be taken throughout. Some of these may be used in future ALL publicity. If you have any objection to the photos in which you are included being used in this way please have a word with a member of ALL staff at the conference reception desk when you register.

Photos may be taken during talks with the permission of the workshop speaker. Please do not use flash photography during plenary or breakout sessions.



Cloakroom

There will be a cloakroom available on the lower level of the Renold Building.

Please note that whilst this cloakroom will be locked, it will not be staffed all day so valuable items such as laptops should not be left inside.

All items are left at the owner's risk. Neither the Association for Language Learning nor the University of Manchester can accept responsibility for loss or damage to personal property at this event.

Mobile Phones

Mobile phones should be switched off or in silent mode during conference sessions.

Dinner

The Language World dinner will take place on Friday 30 March at 19.30 in the Barnes Wallis Restaurant in the Barnes Wallis Building. Tickets cost £35, are subject to availability, and places will only be confirmed once full payment has been received.

Please notify ALL prior to the event of any special dietary requirements so that we can accommodate your needs.

Close to the Venue

Manchester has a great deal to offer:

- Manchester Piccadilly (shops, banks, bars, restaurants)
- Deansgate (shopping, banks, pubs and cafes)
- Northern Quarter (independent shops, bars, clubs)
- Canal Street (bars, clubs)
- China Town (restaurants)
- Castlefield (canals, architecture, bars, museums)
- University Area (bars, clubs, venues, theatres)

<u>Click here to view a map of Manchester</u> or visit the <u>Manchester tourist information</u> website for details about the area.

