



PMG2024 Joining Instructions

If you have any queries, please contact lisa.thompson@pmguk.co.uk or +44 (0)7471 459820 before Friday 12 July 2024 or ask at the registration desk whilst at the event.

1.0 THE VENUE

1.1 Venue address

The International Centre, St Quentin Gate, Telford, Shropshire, TF3 4JH

1.2 Directions

The International Centre is located in Telford's town centre and is easily accessible by road, rail and air. More information about Telford and the venue, including directions, can be found here:

www.theinternationalcentretelford.com/faq/ and
www.tictelford.com/wp-content/uploads/2022/07/Telford-Guide.pdf

1.3 Parking

The venue has an onsite car park, with over 1,500 spaces, including disabled bays close to the entrances to the venue. If you require accessible parking, you are advised to use Gate B, car park CP4 and entrance E4. Parking is free of charge for PMG2024 attendees, and there is no height restriction. There is also some parking available at the onsite hotels.

Sat nav postcode for the venue car park: TF3 4JH

Please note: the venue car park is closed between 22:00 and 07:00 (pedestrian access only between 22:00 and 00:00).

If you're arriving at the venue after 22:00 and are not staying at one of the onsite hotels, or need access to your vehicle overnight, you can park opposite the venue car park, in the chargeable multi-storey. This car park has a height restriction of 1.9m.

2.0 REGISTRATION

The PMG2024 registration area will be located in the Hall 3 Foyer of The International Centre. The Conference Proceedings booklet, Exhibition Catalogue, flyers and delegate bags will be available at registration.

NB BADGES WILL BE PRINTED OFF VIA TOUCH SCREENS AT THE REGISTRATION DESK. PLEASE HAVE YOUR BOOKING REFERENCE NUMBER, WHICH CAN BE FOUND AT THE TOP OF YOUR BOOKING CONFIRMATION EMAIL FROM CIRC DATA. DO NOT SHARE YOUR REFERENCE NUMBER, AS IT IS UNIQUE TO YOU.

If you have booked to attend the Welcome Evening in the Gallery, either pick up your token for the food and drink at registration, or as you enter the Gallery at 7pm.

Registration Desk and Exhibition Open Times

	Mon 15 July	Tues 16 July	Wed 17 July
Registration Desk Hall 3 Foyer	15:00 – 19:00	08:00 – 19:00	08:00 – 15:00
Exhibition – Hall 3	Exhibitors set up only	08:00 – 17:00	08:00 – 15:00
Conference Proceedings		09:00 – 17:00	09:00 – 15:30



3.0 EVENT INFORMATION

To help you make the most of PMG2024, please download the programme in advance [here](#).

3.1 Speed Networking

This will take place in the ground floor concourse on **Monday 15 July from 15:30 – 17:00**.

3.2 Welcome Evening

A free Welcome Evening is taking place for those who have registered for this on **Monday 15 July from 19.00 until 22.00** in the first-floor Gallery at The International Centre. A free meal will be provided, along with one free drink. Please pick-up your token at registration or as you enter The Gallery at 7pm.

3.3 Exhibition

The PMG2024 exhibition in Hall 3 is open 08:00 – 17:00 Tuesday 16 July and 08:00 – 15:00 Wednesday 17 July.

3.4 Conference Proceedings

All Conference Proceedings are held on the first floor. Plenary Sessions and Free Papers will be presented in Ironbridge 1. Breakout Sessions will be held in the Coalport Suite, Wenlock Suite and Ironbridge Suite. Room allocations for all sessions will be published in the final conference programme, which will be in your Conference Proceedings booklet, but are subject to change.

3.5 Breakfast

Breakfast on Tuesday 16 July and Wednesday 17 July will be available for all attendees from **08:00 to 08.45** within the exhibition in Hall 3.

3.6 Lunch & Refreshments

Lunch and refreshments will be served within the Exhibition Hall during break times on Tuesday 16 July and Wednesday 17 July. Catering points are clearly marked on the Exhibition Floor Plan in the Exhibition Catalogue. Water will be available in the exhibition during all breaks.

3.7 Gala Dinner - for ticket holders only

The Gala Dinner will take place in the Ludlow Suite on Tuesday 16 July from 7pm, followed by an after-party/disco finishing at 01:00. The pay bar will be open from 7pm.

You MUST bring your badge with you for scanning at the entrance - you don't have to wear it all night, but do keep it safe!

The dress code is smart casual, and the Conference Committee kindly request that no jeans or trainers are worn.



4.0 VENUE INFORMATION

4.1 Internet Access

Free Wi-Fi is available during the event. Access details are **Username: TICUK**

No password is required

4.2 Important Contact Numbers

The International Centre reception: + 44 (0)1952 281 500

PMG Conference Team: +44 (0) 7471 459820

4.3 Emergencies and First Aid

In the event of any serious problems, or for emergencies, please inform a member of venue staff, giving the exact location of the incident and details of any injuries sustained. They will then contact the relevant people, ensuring that emergency services (if required) are sent to the correct area.

Those requiring first aid should inform a member of the venue staff who will contact the onsite first aider.

4.4 Evacuation Procedures

In the event of an emergency evacuation, please follow the instructions of the venue staff. They will direct you to the assembly point and assist anyone with accessibility requirements who may need extra support.

4.5 Smoking & E-cigs

The International Centre is a non-smoking venue, and this includes the use of e-cigarettes. Those wishing to smoke should do so in the designated area, which is located by Entrance 2 (E2).

4.6 Cashpoint

TIC is now a cash-free venue, meaning there is no cashpoint in the building. If you need cash, all major banks can be found in nearby Telford Shopping Centre.

4.7 Cloakroom

As there is no cloakroom available for delegates and exhibitors to store personal items such as coats, bags and suitcases you are advised to leave luggage at your hotel or in your vehicle.

5.0 VENUE MAP

There will be a map of the venue in the Conference Proceedings booklet that you receive at registration. The PMG registration desk will be in the Hall 3 Foyer, between Hall 3 and E3.

