

LCR Residents' Assembly Facilitator, Speaker, And Observer Information

Dates and Times

The Assembly will be taking place on Thursday 6th, Friday 7th, Thursday 13th and Friday 14th March. Registration will open on Thursday 6th March at 9.00am and on all other days at 9.15am. All sessions will close by 4pm. Please arrive by 9:15am to ensure we can cover any debrief activities before the day gets started. If you are only attending for part of the day – please ensure you arrive or leave during a break.

How to get to the venue

The event will be hosted at the Hilton Hotel Liverpool, 3 Thomas Steers Way, Liverpool, L1 8LW.

Bus: Liverpool ONE Bus station (2 minute walk), Queens Square (13 minute walk).

Train: Liverpool Lime Street Train Station (12 minute walk).

Merseyrail: The closest stations are James Street (7 minute walk), Central Station (10 minute walk), Moorfields (11 minute walk).

Parking

If you are a blue badge holder and require accessible parking, please contact the hotels concierge service on 0151 708 4200. They offer limited disabled parking and will be subject to availability.

There are a number of public car parks and paid on-street parking within walking distance to the venue. Alternatively, we have a discount offer at Liverpool ONE. Parking just beside the hotel using the link below. Use code HQPLO30 (the last two digits are numbers) for a 30% discount. To be eligible this will need to be booked in advance.

<https://www.q-park.co.uk/en-gb/cities/liverpool/liverpool-one/>

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On arrival

Please check in with one of the team at the registration desk located in the lobby upon arrival. You will then be directed to the main meeting space where refreshments will be provided. We ask that when joining the morning sessions you take your seat by 9.50 am to ensure a prompt start.

Dietary Requirements

Please let one of the team know if you have any dietary requirements. As standard we will be providing halal meat, vegetarian, vegan and gluten free options. One of the Hilton staff will be available should you have any questions.

Facilities

We will be offering a quiet space for participants to use should you require it on the day. There will also be a multi faith prayer room available.

Contact Details

If you are no longer able to attend any sessions, or are running late please let us know in advance.

Prior to the event please email cdc.info@liverpool.ac.uk

On the day if you need to get in touch with one of the team please call 07341 792998.

Observer and Speaker guidelines

We greatly appreciate your interest in hearing from our residents about their perspectives on data and AI. It's important to us that this is a transparent and open process.

- For speakers and observers, we will have an extra chair at each table, set apart, for you to listen to the conversations.
- We want to create a collaborative discussion space for our participants to talk to each other and ask questions. That means it's important for you to listen but not to intervene in the conversations or write notes.
- If you're asked a question – you are of course free to answer and speak with the participants.
- The assembly team will take notes throughout the sessions, and we will report back on what people said. You will have the opportunity provide feedback on the draft reports.
- Please do not share any personal details about any of the participants or other attendees from the event. You are encouraged to share broadly about what you heard and the event itself.
- Please do not photograph the participants.
- Please come in casual dress where possible.

Facilitator guidelines

- Please arrive at 9am on all days of the Assembly, if possible, unless otherwise communicated.
- Please come in casual dress where possible. We will be providing a navy t-shirt to wear so that facilitators are easily identifiable on the table.