

# LCR Residents' Assembly Participant Information

## Dates and Times

The Assembly will take place on Thursday 6<sup>th</sup>, Friday 7<sup>th</sup>, Thursday 13<sup>th</sup> and Friday 14<sup>th</sup> March. Registration will open on Thursday 6<sup>th</sup> March at 9.00am and on all other days at 9.15am. All sessions will close by 4pm. A detailed agenda will be provided to all participants in advance. We kindly ask that you attend all sessions.

## 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 several 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 you take your seat by 9.50 am to ensure a prompt start.

## Participant Payment

Participants will be reimbursed for their time. The team at the registration desk will require you to check the information provided each day.

£25 **voucher payment** for a 1 hour induction session to be completed prior to the assembly. This will be emailed to participants following the session, or given in person on the first day of the assembly if the individual does not have email.

Plus £125-£150 per assembly day to be paid by **bank transfer** following the event. More details will be provided with the induction.

£50 **voucher payment** as travel compensation and £50 **voucher payment** for the debrief session.

## Childcare

We are offering childcare for children under school age for the duration of the event. This will need to be booked in advance, if this service is required please email [cdc.info@liverpool.ac.uk](mailto:cdc.info@liverpool.ac.uk) as soon as possible.

## 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.

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## 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](mailto:cdc.info@liverpool.ac.uk)

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