

Conference Team 020 7121 5123

To: Delegates, sharers and visitors
Business & environment standing orders committee
Energy service group executive
Staff attending conference

June 2017

Dear Colleague

Energy Service Group Conference – **Second despatch**
Monday 19th June 2016, Brighton Centre

Please find enclosed:-

- About conference guide

Safety and Security information:-

- You will need to wear your credential at all times in the Brighton centre. This includes pre-conference regional meetings, the International rally, fringe meetings
- No bags may be left in the conference hall during lunchtime. Any bags found will be removed
- Familiarise yourself with the nearest fire exit, at the conference venue, and at your hotel
- If you require a Personal Emergency Evacuation Plan and have not yet requested this, you can still do so via the Online Conference System
- Make sure your region has your emergency contact details before the start of conference

I wish you a successful conference.

Yours sincerely

Stephanie Grant
Conference & Events Manager