1 Floor plan of the ACC Liverpool

**There for You AGM**

**Tuesday 18 June 2019**

**Room 2P**

**Registration from 11:45am**

**AGM starts at 12:45pm**

## LOWER LEVEL

## Hall-2-arena-v2

3 Information on the ACC Liverpool

## Conference venue

ACC Liverpool

Kings Dock

Liverpool Waterfront

Merseyside

L3 4FP

Enquiries: 0151 475 8888

Email: info@accliverpool.com

Web: [www.accliverpool.com](http://www.accliverpool.com)

## How to get there

## By Air

Liverpool John Lennon Airport features low-cost scheduled flights to a range of domestic destinations. Airlines at JLA include two of Europe’s largest low cost airlines, easyJet and Ryanair, both of whom have large bases at JLA. A taxi from the airport to the city centre will take approximately 20 minutes or the express bus service Route 500 will take approximately 25 minutes, dropping you off within a five-minute walk of ACC Liverpool.

### By Rail

Virgin Trains operates hourly, direct services from London Euston to Liverpool Lime Street (with a journey time of just over two hours). Other long-distance rail services also operate into Liverpool Lime Street station.

The ACC Liverpool is a 20 minute walk from Lime Street Station or a short taxi or bus ride.

For details of train services please refer to [www.nationalrail.co.uk](http://www.nationalrail.co.uk).

## By Coach

ACC Liverpool is just five minutes’ walk from the Liverpool ONE retail development bus station, which also has long distance coach services.

For information about local bus services please visit [www.merseytravel.gov.uk](http://www.merseytravel.gov.uk).

## By Road

Less than 20 minutes from the UK motorway network and adjacent to Liverpool’s main through road, ACC Liverpool is perfectly placed if arriving by car.

From the South

Approaching from the south, leave the M6 at junction 21A and take the M62 to Liverpool.

At the end of the M62 follow signs for Liverpool City Centre along Edge Lane, picking up and following signs for The Waterfront. The temporary Liverpool Waterfront Car Park is sign-posted “Waterfront” on the “available spaces” signs that are found across the city.

From the North

Approaching from the north, leave the M6 at junction 26 and follow signs for M58 Liverpool.

Follow to the end of the M58 and then take signs for A59 Liverpool. Continue to follow Liverpool City Centre until picking up signs for the Waterfront. The temporary Liverpool Waterfront Car Park is sign-posted “Waterfront” on the “available spaces” signs that are found across the city.

### car parking

Pay and display onsite car parking is available at the temporary Liverpool Waterfront Car Park off Queen’s Wharf, with accessible spaces and open 24 hours a day. Parking is limited and available on a first come first served basis. Other car parks are just five minutes’ walk away.

## Taxis

Local taxi companies who on request can provide wheelchair accessible vehicles are:-

Davy Liver Ltd 0151 709 4646

E2A Cabs 0151 229 1066

Comcab 0151 298 2222

## Venue information

You will enter the ACC Liverpool on the Galleria level. Most of conference is located on the lower level with a few rooms on the upper level. Both levels are accessed by escalators and lifts.

WELFARE AGM – Hall 2P, lower level

The Welfare AGM will be in Hall 2P which is accessed via the Lower Galleria to the right and then through the exhibition area..

### Catering – Hall 2Q, lower level

A catering area will be located in Hall 2Q.

### Cloakroom – Galleria, ground floor

A free cloakroom service will be available. The cloakroom will be open 8.30am – 6.30pm.

### Cash machine

There is a cash machine in the convention centre at the Lower Riverside entrance next to the toilets.

### Wi-fi

Free wi-fi is available throughout the ACC Liverpool.

### Prayer rooms

There are prayer rooms available for the use of delegates on request. Please contact the conference information desk for further details.

### First aid

If you require first aid assistance please speak to a member of the ACC Liverpool team or the conference information desk. The first aid rooms are located on the Arena side of the building and stewards will be able to escort you to these rooms. Alternatively, first aid assistance can be called to your location in the building.

### Access and facilitation .

The ACC Liverpool access guide can be viewed on the UNISON website:- <https://www.unison.org.uk/acc-liverpool-accessibility-guide-for-conference-delegates/>

5 Health and safety information

## Making UNISON conferences a healthy and safe environment

UNISON has in place a health and safety policy which applies to all the activities that it undertakes, including the organisation and administration of all its conferences.

UNISON is committed to its responsibility to provide delegates, sharers, visitors, and staff to conferences with a healthy and safe environment. UNISON will comply with all health and safety statutory requirements and codes of practice, as well as our own policies and procedures.

To fulfil its commitment to ensuring that our conferences are healthy and safe environments UNISON works closely with representatives of its staff, venue management, contractors and all service providers. In the event of any health and safety issues and problems arising, these should be directed immediately to a member of staff or raised direct with the conference information desk.

Throughout conference UNISON continually monitors the venue and its environs, often in conjunction with a staff health and safety representative, to maintain and ensure a healthy and safe environment.

## Accidents/injuries/near misses

Please report any accidents/injuries/near misses to the conference information desk, where they will be recorded on an incident record and investigation form. Where appropriate, these will be investigated, and the necessary remedial action will be undertaken.

## Evacuation procedures

A pre-recorded message will be played before the start of conference each day, with a summary of the evacuation procedures detailed on a large screen. Please take time to familiarize yourself with this information.

ACC Liverpool emergency procedures

1. in the event of an emergency the following announcement will be made:

“Attention please – Attention please! We have an emergency within the building. Please leave by the nearest available exit! Do not use the lifts!”

1. please leave the building – follow all instructions given by ACC Liverpool staff
2. do not wait to collect personal belongings (e.g. coats, handbags) and do not wait around for others
3. do not run or panic move swiftly but calmly
4. close the door if you are the last to leave the room you are in
5. proceed to the assembly point on the piazza outside the restaurant near Jury’s Inn – this is necessary so everyone can be advised to return to the building when the emergency is over
6. delegates with access requirements will be guided to the nearest refuse point by a venue steward, where they will receive further assistance
7. no one is to return to the building until official announcements have been made by ACC Liverpool