



## ANNUAL CONFERENCE & NETWORKING EVENT 2019

27<sup>th</sup> – 28<sup>th</sup> March 2019

Hilton Warwick Hotel, Warwick

### **Delegate Information, Details and Requirements**

Please find below some useful information for your attendance at The Lotteries Council Annual Conference 2019.

**Venue:** Hilton Warwick Hotel, Stratford Road, Warwick, CV34 6RE. Phone: 01926 499555

**Contacts:** For any queries before the event please contact Vicky Ward: 07932 220232

**Directions:** Please find a link to directions [here](#)

**Parking:** There is parking onsite for vehicles

**Programme:** The full conference programme can be viewed via the website clicking on this [link](#). A conference brochure will be given to you upon registration and will include a copy of the agenda and event information for you to keep.

**Registration:** Registration will be open from 08:30 on 27<sup>th</sup> and 28<sup>th</sup> March outside the Norton Suite. Your conference badge will be available to collect once registered. You are always required to wear your badge due to strict security regulations.

**Key Timings Day One:** Registration and coffee is from 08:30 to 09:30 outside of the Norton Room, the first session of the day is kicking off at 09:30 in the Avon Suite. Full agenda available [Here](#)

**Key Timings Day Two:** Registration for delegates just joining on 28<sup>th</sup> is available from 08:30 outside of the Norton Room. With the first presentation of the day at 09:00 in the Avon Suite. The conference will finish by 3pm.

**Accommodation:** Your hotel room is allocated at The Hilton Hotel and will be booked under your name for the number of days that you have paid for. For those arriving on 26<sup>th</sup> March, rooms are available from 3pm and you can check-in at your leisure. If you opted for dinner, bed and breakfast on the 26<sup>th</sup> March, dinner is available in the restaurants, simply give them your hotel room number.

For those arriving on 27<sup>th</sup> March, your luggage can be stored at reception on arrival and a group check-in will be available from 3pm outside of the Norton Suite.

**Gala Dinner:** The Gala Dinner is taking place in the Avon Suite on Wednesday 27<sup>th</sup> March, this is automatically included in the 2 day conference option if purchased. Simply turn up to the drinks reception for 7pm and drinks, dinner, and entertainment will follow!

**Dietary Requirements:** For those who have informed us of a dietary requirement, please make yourself known to a member of the hotel team at each meal. They will be aware of the requirements and will ensure a suitable meal is available for you. Should you be unsure, please speak to a member of the organising team who will be around reception area throughout the course of the conference.

**Workshops:** All delegates have been allocated a workshop to attend and there will be a chance to attend every workshop, workshop attendees are listed in the Conference Brochure. Please note if



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you have registered in the last 14 days, your name may not appear in the brochure but there will be printouts available with workshop lists at registration.

**Breakout Speaker Sessions:** You can attend any one of the 3 breakout speaker sessions during the conference. Please make your way to the allocated rooms.