



#ASET24

ASET Conference 2024

Evolving Practice, Embracing Innovation in WBPL

Ulster University

4-5th September

Delegate Guide

*(Please note this information will **NOT** be contained within the conference brochure)*

Campus Map on Back Cover

Delegates are requested not to record conference sessions

Ulster University

The 2024 ASET Conference is taking place at Ulster University, Belfast Campus.

Ulster University, 25-51 York Street, BELFAST, BT15 1ED

The Belfast Campus is in the cultural heart of the city, in walking distance of both the harbour (Commissioner's Office, Titanic Quarter) and Belfast's many tourist attractions. The campus is newly built and was formally opened in 2023 by President Biden. It is the largest of Ulster University's campuses with more than 15,000 students and staff.

Conference location

Conference will be held in BC Block – access is via the Main Entrance on York Street (see back cover for Belfast Campus Layout map). We will be using the atrium space and breakout rooms on the third floor, and Lecture Theatre 2 (Lower Ground Floor). Lift access is available. There is ample casual seating and quiet spaces also available to delegates.

Conference Registration

Enter BC Block through the York Street main entrance. There will be Ulster University Student Ambassadors on hand to guide you to the **Conference Registration** desk in the atrium on the 3rd floor. Please sign in to collect your name badge and lanyard (**to be returned at the end of conference**).

Registration

Registration will be from **8.30-9:30am** on Day 1 - Wednesday 4th September, and from **8.30-9:00am** on Day 2- Thursday 5th September, for delegates attending on Day 2 only.

Delegates travelling to conference on the opening day, should come directly to registration, where a secure baggage store will be available. *(Please note you will not be able to check in to your accommodation before 3pm.)*

Photography

A professional photographer will be capturing special moments from conference. If you are a little camera shy, let us know when you register for conference, and we will provide you with identification to help our photographer to respect your choice.

Accommodation

Conference accommodation is within a couple of minutes' walk from the conference venue (see map on back cover):

LIV Student, 81-107 York Street, Belfast, BT15 1AT

All rooms are all double ensuite, with towels and linen provided. Please note: **Toiletries and coat hangers are not provided.** The rooms are organised into flats of 5, 6 or 7 rooms with a shared (cluster) kitchen. A hair dryer, iron and iron board is available in each cluster kitchen along with kettles, cutlery and crockery. Tea and coffee are not provided.

CHECK IN:

[LIV Student](#) has a great website where you can navigate to the **experience** tab and there are videos of all areas of the accommodation and a downloadable brochure if you wish to familiarise yourself in advance of arrival. Delegates arriving on Tuesday 3rd September will be able to check-in to the accommodation **from 1pm**, when they can collect their **Keycard** and voucher for breakfast on Wednesday morning. Your keycard also gives you access to all areas within LIV Student including a gym and meeting rooms. A gym waiver form will be provided on check in, for access to be updated on your key card.

Tuesday Night Delegates

Please note that bookings for Tuesday 3rd September and Thursday 5th September are bed and breakfast only. The LIV Student accommodation is close to a multitude of restaurants you might like to try including:

Coppi	https://www.coppi.co.uk/
Dumpling Library	https://www.dumplinglibrary.co.uk/
Orto Pizza	https://www.ortopizza.com/
Waterman	https://www.waterman.house/pages/restaurant
The Cloth Ear	https://www.themerchanthotel.com/the-cloth-ear
Mumbai 27	https://mumbai27.co.uk/
Yardbird	http://www.thedirtyonion.com/yardbird
House of Zen	https://www.houseofzenbelfast.co.uk/

CHECK OUT

Delegates are requested to vacate their rooms by **10am** on the day of departure. An Express Check Out box will be located on the reception desk at LIV Student, or you can hand to a member of the LIV Student reception staff. A luggage store (Room BC-LG-208), located next to Lecture Theatre 2 is available to delegates on Wednesday 4th and Thursday 5th September.

Meals

Your conference booking includes refreshments and lunch on both days, and for residential delegates also includes breakfast each day, and the drinks reception and evening meal on 4th September. There will be other events taking place in BC Block across the days of the ASET conference, and delegates are therefore requested to wear their delegate badges throughout conference to support easy identification by the catering teams as well as for networking purposes.

Breakfast

Breakfast for delegates staying in the LIV Student accommodation will be available from 07:30-9:00 each day at The Junction, BC Block ground floor, with additional seating in the nearby Ulster University Student Union (UUSU) bar area. Breakfast options include a choice of a traditional Ulster Fry, or Continental style (croissants, yoghurt, fruit).

Delegates will be issued with breakfast vouchers, (named and colour coded for each day) which are to be handed to the catering team at The Junction.

Please note:

Breakfast vouchers for Wednesday 4th September will be issued with your room keycard at LIV Student. Vouchers for Thursday and Friday will be issued with your name badge at conference registration. Please be sure to bring the appropriate voucher each day in order to be served breakfast. Vouchers are named and not replaceable.

ASET **Wednesday 4th September**
breakfast voucher

MARY SMART

Please keep your breakfast voucher safe and hand to the catering team at The Junction (see ASET Conference delegate guide for further details)

Lunch

Lunch on both days will be served from the small atrium, which is situated alongside the atrium where the conference registration desk and our sponsors are located.

Evening event: Wednesday 4th September

Conference will close at 16:30 on Wednesday, allowing time to relax or to venture out into the city ahead of our conference dinner at **The Titanic Hotel**. There will be shuttle buses departing from outside the conference venue (BC Block) on York Street at 17:45 and 18:15 to transfer delegates in good time for the drinks reception at 18:30. (The Titanic Hotel is a 30 minute walk from the LIV student accommodation – which might be a good alternative if the weather is kind!).

Whilst the setting for our conference meal is splendid, there is no requirement to dress formally. Smart casual, conference attire will be suitable as we aim for this to be a relaxed occasion. The meal includes a drink on arrival at the reception, and an additional couple of drinks at the table. Thereafter a bar will be open and accepting cash and card payment.

We are looking forward to some entertainment too from Ulster University alum and rising star [Emer Maguire](#).

Return shuttle buses will depart from the Titanic Hotel at 22:00 and 22:30 back to York Street.

Dietary, Access and Other Requirements

If you have any dietary or access requirements, which you have not already indicated when you completed your booking online, please contact the ASET office as soon as possible to enable us to liaise with the venue to make your experience at conference as worry free as possible.

Faith Space

Ulster University has the following dedicated facilities:

Islamic Prayer Room (**female**) in Block BD (BD-02-005). Islamic Prayer Room (**male**) in Block BD (BD-02-006).

Other Campus Facilities

The Ulster University Students Union will be open throughout conference, and there are convenience stores nearby as well as the city centre shops.

Internet Access

Eduroam users

WiFi access across campus is via Eduroam. Ulster University recommend those with Eduroam accounts download the [Get Eduroam](#) app which will streamline the process.

Non-Eduroam users

If you do not use Eduroam you will be able to access free WiFi via [UU Visitor \(Free WiFi\) - Ulster University](#) whilst you are on campus.

Making calls on campus

4G access can be patchy within the confines of BC Block. Delegates are advised to use WhatsApp for making calls.

Travel

If you're flying to Belfast:

Getting into Belfast from the airports

[Belfast City Airport \(BHD\)](#) (George Best)

BUS

Service No: **600** operates every 15-20 minutes from 05:45 to 21:25. Tickets can be bought on board (cash only) / [Buy Online](#) Metro / Glider dayLink card (all day travel on Metro and Glider services) / [Buy on mLink](#) / Or at the airport from the Translink Ticket Vending Machine. Single tickets are around £2-£3. The journey takes around 15mins and the bus arrives into the Belfast, Europa Bus centre, which is a mile from the LIV Student accommodation.

TAXI

[Value Cabs](#) operate at both airports and charge about £20 from Belfast City where they operate the taxi rank. and £45 from International airport where there is a free phone line to connect to the company.

[Belfast International Airport \(BFS\)](#)

BUS

Service No: **300** runs between the airport and the city centre, every 20 minutes and takes around 45 minutes. Tickets can be bought on board (cash only) / [Buy Online](#) / [Buy on mLink Ticking app](#) / Or at the airport from the Translink Ticket Vending

TAXI

[Value Cabs](#) operate at both airports and charge about £45 from Belfast International where there is a free phone line to connect to the company.

If you're travelling from across Ireland or Northern Ireland:

Local travel directions are available on the Ulster University website here: [Travelling to Belfast Campus - Ulster University](#)

By Train

The nearest stations to the Belfast Campus are York Street (15mins walk) and Lanyon Place (20mins walk)

By Bus

Langanside Bus Station is a 10mins walk from the Belfast Campus.

By Car

If you're travelling by car to Belfast Campus, further details can be found [here](#) to assist your journey.

Sat Nav: use the University postcode **BT15 1AP**

Parking

On-street parking in Belfast is all tariff C: <https://www.nidirect.gov.uk/articles/street-pay-and-display-tariffs-controlled-parking-zones> and the nearest public car park for off-street is St Anne's Square: <https://saintannesparking.co.uk/>

Access to the University multi-storey car park on Frederick Street, is by arrangement only – typically for visitors this is disabled access only. There are also disabled parking spaces beside Ulster University BA Block alongside Curtis Street, [map might help](#). If you require accessible parking please get in touch with the ASET office as it needs to be arranged in advance.

Top Tips for first time ASET Conference delegates

And finally, we asked our Trustees to recall their first ASET Conference and share their top tips:

Packing

- Pack layers – the weather can be unpredictable in September and room temps can change
- Conference attire; delegates tend to wear smart casual clothes, but the choice is yours. We want everyone to feel comfortable.
- Bring an iron and a hairdryer unless you are happy to wait in line to use the LIV student ones
- Pack comfortable shoes we have outdoor networking event options, and you might want to take the opportunity to explore Belfast
- Don't forget your umbrella and a suitable outdoor jacket
- **Bring your own refillable water bottle**
- Bring your trainers/gym kit. LIV student offers open access to residential delegates
- Don't forget your phone charger – and try not to leave it behind afterwards 😊

Preparation

- Reading through the conference details before you arrive will save you time on arrival at the venue
- It will be really useful for you to have an idea in advance of which workshops you would like to attend. But be flexible and have a 2nd option in mind – popular workshops might be oversubscribed on the day or you might meet presenters during the conference and be inspired by them and decide to go to those sessions instead.
Take a moment to check out the [Conference Programme](#), [Practitioner Parallel Sessions](#) and [Research Showcases](#)
- Liaise with your institutional colleagues, and try to cover as many different sessions as possible to really maximise your institution's attendance



Day to Day

- Conference is a marathon, not a sprint. Pace yourself – you'll be glad you have
- Talk to people. If you are attending conference with your colleagues, it's very easy (and safe) to stick together. One of the many benefits of the ASET conference is the opportunity to meet and chat to delegates from other institutions. The ASET team are always on hand to talk to (look out for those bright green lanyards), and to introduce you to delegates you might like to meet – take a look at your delegate list to see who's there
- Conference merchandise – in keeping with our ongoing sustainability theme we have not produced any conference specific merchandise this year.
- Ask questions – workshop presenters will appreciate supportive, insightful questions from the assembled audience. But be clear, be respectful, be brief and don't take over the floor
- Don't forget to follow up with other delegates and to also feedback to your team

And most importantly

- Plan to enjoy yourself – we are a friendly bunch, and we LOVE conference. We are looking forward to meeting you and to making sure you have a great ASET Conference
- **Look out for the Bright Green Lanyards worn by ASET Trustees, Advocates and Staff – we're here to help.**

ASET STAFF TEAM



Debbie Siva-Jothy
*Chief Operations
Officer*



Janet Aspinall
*Membership & Events
Coordinator*



Anna Worsley
*Professional
Development and
Engagement Manager*



Eve Woods
Communications Officer

ASET TRUSTEES attending Conference Officers



**Francesca
Walker-Martin**
*University of
Central Lancashire*
**ASET Chair &
2024 Conference Co-Chair**



Lou Taylor-Murison
Keele University
Vice Chair



Andy Dodge
Cardiff University
Treasurer



Seamus McConomy
Ulster University
**2024 Conference
Co-Chair**



Laura Bielby
*Leeds Beckett
University*



**Professor Laura
Bradley-McCauley**
Ulster University



Dr Helen Hooper
*Northumbria
University*

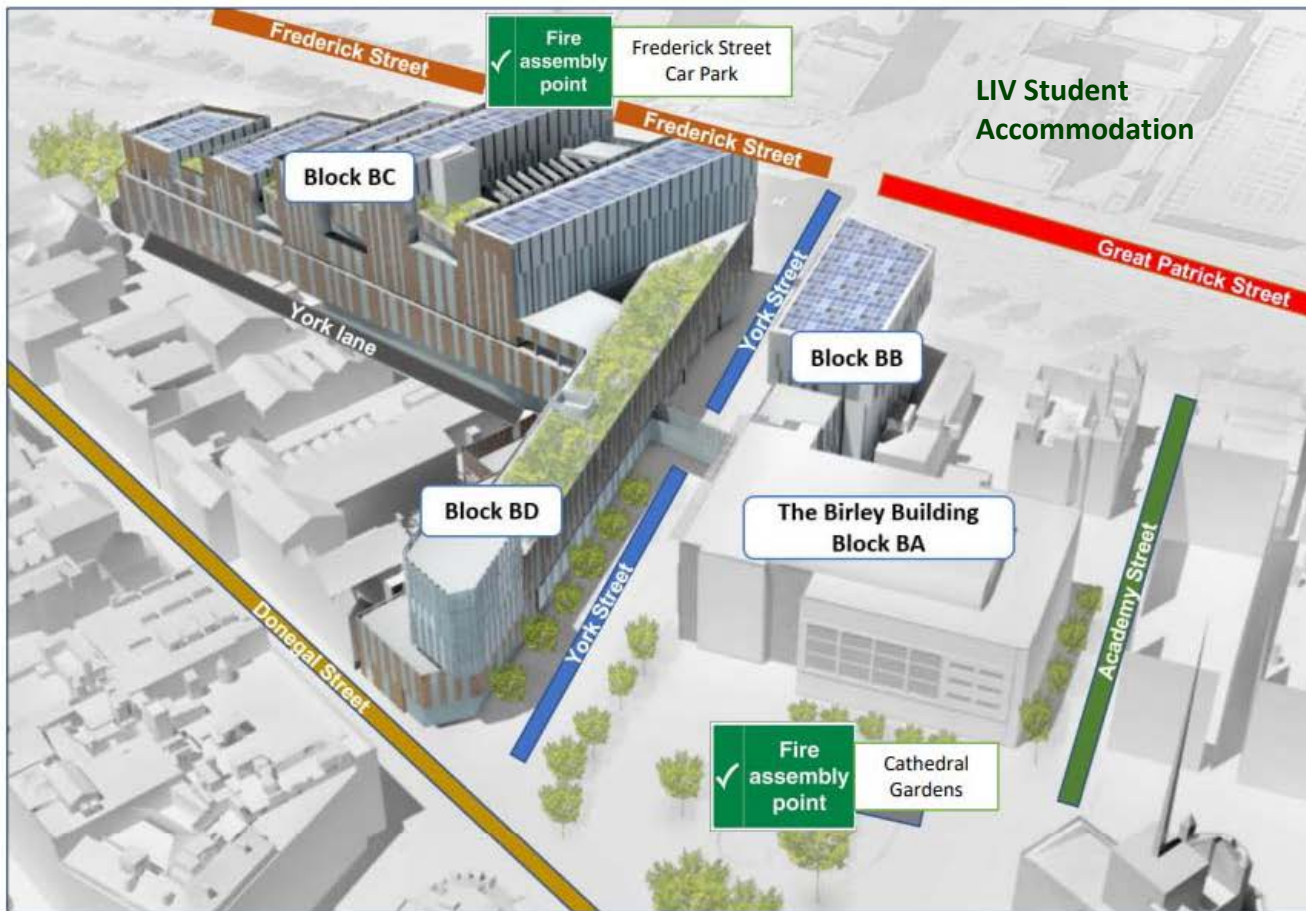


Sam McKinstrie
*Robert Gordon
University*



Dr Catherine Teehan
Cardiff University

Belfast Campus Layout



BLOCK BC - ASET Conference Venue (entrance on York Street)
Take care when crossing junction from LIV Student Accommodation to venue