



**NOTES TO PARTICIPANTS AND  
VOLUNTEERS**

DATES: 3<sup>RD</sup> AND 4<sup>TH</sup> AUGUST 2017

TIMINGS: VOLUNTEERS 9AM – 1PM MORNING SHIFTS  
12 NOON – 6PM AFTERNOON SHIFT

PARTICIPANTS PLEASE ARRIVE ONE HOUR BEFORE PRESENTATION

YOU ARE WELCOME ANYTIME DURING THE CONFERENCE IF  
YOU WOULD LIKE TO BE WITH US

Please join us in any of the presentations and enjoy being with us, refreshments are with Katy Furze in Room 4. Parking is available behind Hull Truck in the Tesco Car Park, and clearly signposted please see the enclosed map attached with this email.

**Roles for Volunteers**

**Meet and Greet**

At the entrance and ensure that registration is complete on entry into the conference. We need registration of all entering the building due to fire regulations and so that we can notify them of future conferences.

**Registration Desk**

At this desk all parties will be listed and contact details given, please give out lanyards and reclaim the lanyards as parties leave. The Lanyards are being provided by the Warren and a bulk supply can be collected from Hull Truck Theatre before opening along with programmes of the events and seminars.

**Directional and information Roles**

During the briefings, before opening, you will be given a guided tour of the venue so that you know where everything is and who is where. This will ensure that you can confidently direct people to where they need to be; also you will be given a safety briefing, so that should we have to evacuate the building you will be able to do so confidently and safely.

**Assisting the Technical Team**

Assist the Technicians when necessary, shadowing and learning. If you are posted to the role please help where possible and shadow the team assisting where required.

**Being aware, be positive, and have a good time**

## Notes to Participants

**Time of Arrival** Please arrive one hour before you are due to give your presentation and you will be met by one of the Volunteers in reception, and registrar.

**Accommodation:** if you wish to stay in the City a special rate has been arranged at the Royal hotel and this can be accessed by contacting [sales758@brittanniahotels.com](mailto:sales758@brittanniahotels.com) please mention Stewart Baxter and the Conference to gain your discount.

**Contact:** Linda Cressey Mobile: 07833445145

Email [Linda@hpss.co.uk](mailto:Linda@hpss.co.uk)

Hugh Jones Mobile: 07976823477

Email [hugh@hpss.co.uk](mailto:hugh@hpss.co.uk)

**Saturday Breakfast** a special breakfast has been arranged for you to attend and to meet the team from Humber Street Sesh, you will be shown around the site and invited to the Festival to enjoy the music and atmosphere, we hope you enjoy the breakfast and the Festival.

### Presentation

**Please email presentations electronically to [iain@hpss.co.uk](mailto:iain@hpss.co.uk) and [hugh@hpss.co.uk](mailto:hugh@hpss.co.uk) and bring a spare copy on a memory stick, thank you.**

Please ensure that the technicians have a functioning copy of your presentation and make your way up to Room 4. In Room 4 you will find Katy Furze who will help you with the refreshments and further introductions.

Twenty minutes before your presentation please go to the room where you are to present and ensure you are known to the technicians. They will then ensure that all technical points are met, ie microphones and presentations are functioning.

Remember this is a fun thing to do and that we are really pleased that you are joining us, we want it to make it enjoyable for you to.

After your presentation please make your way back to Room 4 so that conversations can carry on and that anyone who is not confident enough to ask questions in the main room has the opportunity to bring their questions to you.

This Conference is aimed at the young in the industry and is to enable them to create a career by knowing what this industry can hold for them and how to deal with it, its also aimed at giving them skills and knowledge on how to deal with issues such as stress, money handling, management, legal needs. It is a beginning on this knowledge trail for them but as

competent professionals of a high standard it's a great start by meeting you and listening to you present it sets an industry standard of best practice for them to aim for.

The second aim of the Conference is to open the various aspects in the industry to them apart from performing ie security, sound engineering etc. it is part of the legacy of the city of Culture and is supported by them.

It is hoped that this is the launch event and this conference will continue next year and we thank you for your support in launching this 53degrees North Conference in 2017.

Enjoy yourself, Thank you for being with us. If you have any questions or queries please get in touch.

See you soon

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The Team at 53 Degrees Conference