Important Information for Delegates

27-28 April 2016, Newcastle Marriott Hotel Gosforth Park and Conference Centre

Conference Website:  www.charteredforesters.org/conference2016
Headline Sponsors:  Scottish Woodlands and Tilhill Forestry

Please take a few minutes to read the information below in relation to your booking.

Conference Venue

Newcastle Marriott Hotel Gosforth Park
High Gosforth Park
Newcastle upon Tyne
NE3 5HN     Tel: +44 (0) 191 236 4111

Directions and map

The Conference Centre is part of the hotel and has a dedicated entrance.

There are leisure facilities at the hotel which guests can use.

Taxis from Newcastle Rail Station cost around £16. Journey time approx. 20 minutes (traffic depending).

Metro & Bus:

- From Central Station, take the Green Line towards Newcastle Airport. Change at Regent Centre for Bus 43, Northbound towards Cramlington. Alight at Newcastle Racecourse (0.1 miles from the hotel).

- From Central Station, take the Yellow Line towards St James. Change at Haymarket for Bus 45, Southbound towards Dinnington. Alight at Newcastle Racecourse (0.1 miles from the hotel).
  Upon leaving the bus, please take care when crossing the busy main road to reach the hotel.

Taxis from Newcastle airport with an approximate journey time of 20-30 minutes depending on traffic.

Accommodation

Delegates are responsible for booking their own accommodation. Although the Marriott and the Travelodge Gosforth Park have both sold out for the night of 27 April, other hotels available in the Gosforth area.

Dress Code & ICF Pin Badges

We suggest that business dress or smart clothing is appropriate for this conference. Jackets and ties are not mandatory.

We encourage all members to bring and wear their ICF pin badges at the conference.

Cloakroom

On arrival on Wednesday 27 April, you can deposit coats and luggage in the cloakroom in the Conference Foyer. While the cloakroom will not be fully manned, it will be open at the start and end of the conference each day and
also after the ICF AGM. At other times, please see a member of staff on the ICF Registration Desk.
Please do not to leave any items of value in the cloakroom as ICF cannot be held responsible for any loss of or
damage to your property.

ICF Conference Registration Desk

The ICF Conference Registration Desk will be open in the Conference Centre Foyer as follows:
Tuesday 26 April: 6.00-7.00pm (optional pre-registration for Tuesday arrivals)
Wednesday 27 April: from 9.15am (conference commences 10.30am)
Thursday 28 April: from 8.15am (Day Two New delegate registrations only. Conference commences at 9.00am).

Refreshments will be available for all delegates in the exhibition area during registration periods.

ICF Information & Badge Change Desk (adjacent to the Conference Registration Desk)

A member of staff will be able to help you with your enquiries and to amend your badge if required. ICF literature and information about membership will also be available here.

Delegate Badges and Packs

At registration, you will receive a delegate bag containing the Conference Brochure with information about the conference, the programme, our speakers, sponsors, the exhibition, and other useful pointers.
Please take a few minutes to browse the conference brochure.
The brochure includes ‘Notes’ pages but you are advised to bring your own notepad (pens provided in delegate bag).

You will also receive your name badge, which you should wear at all times when in the Newcastle Marriott Hotel Gosforth Park Conference Centre for identification and security purposes.

Dinner tickets: Delegates attending the Conference Reception and Dinner will be identified by a red stamp on their name badge. If your badge is not so-marked, and you think that you have booked for the dinner, please see a member of ICF staff on the Information Desk.

For information, conference speakers and chairs are identifiable by the green stamp on their badge.

Top Tip
We suggest that you put your business card in your delegate bag and write your name on the conference brochure for means of identification should you mislay your bag and any conference notes.
If you bring a notebook put your name on this too in case it gets mislaid.

Conference Programme & CPD

This will be included in the conference brochure, but you can also download the updated programme ahead of the conference from the ICF website.

Whilst it is up to each delegate to make an assessment in relation to their own personal development, it is reasonable for membership body professionals to allocate up to 21 hours CPD when attending the full programme for this event including the conference drinks reception and dinner.

ICF AGM
The Institute of Chartered Foresters Annual General Meeting will follow the conference on **Wednesday 27 April at 5.30pm** in the Grandstand Suite (main conference room).
We hope that ICF members will attend this short but important meeting.

**Refreshments and Lunches**

Refreshments and lunches will be served in the Exhibition area, allowing you the opportunity to view the displays, meet the exhibitors and network with other attendees.
If you are attending the Conference Dinner, the Drinks Reception will be held in this area.

As a courtesy to other attendees, we kindly ask that you move away from serving stations once you have made your selection – you are welcome to return for a top-up.

Dietary Specials will be plated up on a dedicated table for delegates with pre-notified dietary requirements. You are welcome to top up from the main buffet as your diet allows.

**Dietary and other requirements**

Please ensure that you have advised ICF in advance of the conference/dinner if you have any special dietary requirements that we need to cater for.
Likewise, if you require any other assistance to enhance your conference experience, such as reserved seating near the front of the conference room, we will be more than happy to oblige.

Email: ben.summers-mckay@charteredforesters.org  
Phone: +44 (0) 131 240 1425

**Conference Timings and Seating**

The Programme in the conference brochure notes the start and end times for each session. Out of courtesy to each session chair, the speakers and your fellow delegates, please take your seat in good time to allow the programme to continue with the minimum of disruption.

We kindly ask that you **do not remove any Reserved Seating signs**. They have been placed where they are for a good reason.

**President’s Reception and Conference Dinner**

For those who have booked, the **President’s Drinks Reception and Conference Dinner** will be held on the evening of Wednesday 27 April at the hotel.

**Dress Code:** Smart-Casual (jacket and tie not mandatory).

**Remember to wear your delegate badge - the red spot is your ticket.**

**Approximate Timings:**

- **7.20pm** Drinks reception and welcome.
- **7.50pm** Guests invited to take their seats. Note: Only the top table is reserved.
- **8.00pm** Welcome by ICF President, David Henderson-Howat FICFor. Dinner is served with wine or an alternate soft drink. Table service will be provided for cash or card purchases of additional drinks.
  Award presentations followed by our **Guest Speaker:** Craig White the award winning architect and renewable materials entrepreneur and founding director of the architectural practice White Design. Craig is also Chair of the UK’s acclaimed Wood for Good Campaign.

- **10.30pm** First guests depart
- **11.00pm** Final carriages and/or adjourn to the hotel lounge bar.
Feedback

Please help us by taking a few minutes to complete the short questionnaire that will be emailed to you towards the end of the conference. Your feedback is important to our development of future conferences and other activities.

#ICFTimberCon

Delegates are welcome to use their phones on silent for tweeting throughout the event. Use the hashtag #ICFTimberCon to take part in the online conversation.

Other Information:

For any other information, please email: Ben Summers-McKay or Allison Lock or phone 0131 240 1425

[Out of office hours contact for urgent queries: Allison Lock mobile 07966 394021]

If you are currently not an ICF member and would like to join, please call us on the number above or come and talk to us at the ICF Information Desk during the conference.

Meanwhile, the ICF team look forward to meeting and assisting you in Newcastle.