



Going Global 2017

Queen Elizabeth II Centre, London
22–24 May 2017

- Going Global 2017 website:** <http://www.britishcouncil.org/going-global>
- Delegate Support:** gg-registration@icwe.net, +49 30310 18180
- Joining instructions include:** Conference dates and venue
A-Z of additional information

CONFERENCE DATES AND TIMES

- Monday 22 May
- 13.00 - 18.00 On-site registration opens
 - 15.15 - 17.15 Opening Plenary (Queen Elizabeth II Centre)
 - 18.00 - 19.30 Welcome reception (The Royal Horticultural Halls)
- Tuesday 23 May
- 08.00 – 17.30 On-site registration, poster gallery and exhibition open
 - 09.30 – 10.45 Morning parallel sessions
 - 10.45 – 11.30 Refreshment break
 - 11.30 – 12.45 Plenary
 - 12.45 – 14.00 Lunch
 - 14.00 – 15.15 Afternoon parallel sessions
 - 15.15 – 16.00 Refreshment break, exhibition and poster gallery
 - 16.00 – 17.30 Afternoon parallel sessions
 - 17.30 End of day
- Wednesday 24 May
- 08.00 – 16.30 On-site registration, poster gallery and exhibition open
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09.30 – 10.45 Morning parallel sessions
10.45 – 11.30 Refreshment break
11.30 – 12.45 Morning parallel sessions
12.45 – 14.00 Lunch
14.00 – 15.15 Afternoon parallel sessions
15.15 – 16.00 Refreshment break and poster gallery reception
16.00 – 17.00 Closing plenary
17.00 End of day

Please note that the timings are subject to change

You can view the full programme on our website: <http://www.britishcouncil.org/going-global/programme>

VENUES

Conference venue:

Queen Elizabeth II Centre (QEII Centre), Broad Sanctuary, Westminster, London SW1P 3EE

<http://www.qeiiicc.co.uk>

Welcome reception venue:

Lindley Hall, The Royal Horticultural Halls, Elverton Street, London, SW1P 2QW

<http://www.rhonline.co.uk>

BUSINESS CENTRE

QEII Centre's business centre is located in the main foyer of the ground floor. Services available include email, photocopying, administrative support and limited concierge (making bookings and reservations).

CASHPOINT

There are no ATMs within the conference centre. The nearest cashpoint is at Barclays Bank which is opposite the QEII Centre on the corner of Victoria Street and Tothill Street.

CLOAKROOM

There is a cloakroom for coats and bags, which will be staffed during the conference hours:

Monday 22 May 13.00 - 18.00

Tuesday 23 May 08.00 - 18.00

Wednesday 24 May 08.00 – 17.30

Please note: the cloakroom will not accept conference bags.

CURRENCY

The currency of the United Kingdom is Pound sterling (£). Cash machines will accept credit/debit cards.

DIRECTIONS

The QEII Centre is located in the heart of Westminster, opposite Big Ben and Westminster Abbey. It is within walking distance of three underground stations.

- **Westminster Underground Station** to QEII Centre (0.1 miles, Jubilee, Circle and District Lines):

Exit the station via the underground tunnel towards Parliament Square (exit 6). You will come to street level on Whitehall. Turn left into Parliament Square, cross the road ahead of you then turn right into Broad Sanctuary. The QEII Centre is located on your right, directly opposite Westminster Abbey.

- **St James's Park Underground Station** to QEII Centre (0.1 miles, Circle and District Lines):

Take the Broadway exit from the tube station and walk straight down Tothill Street. At the end of this street, turn left and you will see the QEII Centre directly in front of you.

- **Victoria Underground Station** to QEII Centre (0.7 miles, Victoria, Circle and District Lines):

Exit from the front of the station, turn right and walk down Victoria Street. At the end of Victoria Street is Broad Sanctuary, the Centre is on the left hand side, opposite Westminster Abbey.

Visit the QEII Centre's website for travel info: <http://www.qeiicc.co.uk/attending-an-event/venue-location>



DISABLED FACILITIES

All public areas of the QEII Centre are accessible by wheelchair. There are eight accessible toilets, nine passenger lifts, all of which are large enough to accommodate a wheelchair and incorporate audio/voice announcements. Disabled delegates arriving at the QEII Centre in a vehicle with a disabled badge will be allowed to park on the building's forecourt. Taxis and other vehicles will also be allowed onto the forecourt to enable disabled passengers to disembark more easily.

Please email going_global@britishcouncil.org if you have any specific requirements.

EXHIBITION

Exhibitors will be located on the fifth floor in the Windsor and Cambridge area with the following opening hours:

Tuesday 23 May 08.00 - 17.30

Wednesday 24 May 08.00 - 14.00

GOING GLOBAL 2017 APP

Going Global interactive tools will become available on the app when they close online on 10 May 2017. Our conference app will keep you up to date and connected to all of the activities taking place:

- view the agenda and manage your session bookings,
- continue to book your one to one meetings with fellow delegates,
- access speaker profiles, interactive voting,
- explore posters and their presenters and capture content via QR codes.

App download instructions will be sent to participants in early May 2017.

If you are unable to bring your own mobile device, the Going Global team can provide you with an iPad on loan for the duration of the conference so that you will be able to view the conference programme and participate in interactive sessions. You can pick up your loan iPad at the SpotMe desks when you arrive at the venue.

Participants who do not return their Going Global mobile device are liable for replacement costs (£400 per device).

HEALTH AND SAFETY

You are recommended to ensure that you have adequate medical insurance to cover the period of your stay in the United Kingdom. Some countries do not have bilateral agreements with the UK and therefore there is no entitlement to free treatment under the NHS.

INTERNET

Wireless internet access will be available in the venue with no password required. Please connect to QEIIGuest.

INSURANCE

Insurance cover is the responsibility of each individual participant.

LUNCH

A standing buffet lunch will be served on the third floor in the Britten lounge and on the fifth floor in the Windsor and Cambridge lounge at the following hours:

Tuesday 23 May 12.45 - 14.00

Wednesday 24 May 12.45 - 14.00

PHOTOGRAPHY, FILMING AND AUDIO RECORDING

Photographs will be taken throughout the conference for possible use in promotional material. Large sessions will be filmed and broadcast live. All parallel sessions will be audio recorded. Audio files will be available on the Going Global website following the conference.

POSTER GALLERY

The posters will be positioned in the Britten lounge on the third floor throughout 23 and 24 May. Poster presentation and question and answer sessions will take place at 15.15 - 16.00 on Wednesday 24 May in the Britten Lounge on the third floor.

Posters combine text and graphics to make a visually pleasing presentation of research and new ideas. During Going Global 2017, posters will be on display throughout the conference and delegates will be able to download them using the conference app. Delegates will use the app to vote for the poster they are most interested in hearing more about and the top three posters will be asked to make a short presentation at the start of the poster party which will take place between 15.15 and 16.00 on Tuesday 23 May. The poster party is a good opportunity for all poster presenters to interact directly with delegates.

The aims of the poster presentations are to:

- present case studies relating to the conference themes
- promote engagement with the conference themes
- promote collaborative thinking and analysis between delegates

If you are presenting a poster, please stand by your poster at 15.15 on Wednesday 24 May to answer questions on your poster. Your main contact will be Kerstin Meyer who is contactable by kerstin.meyer@icwe.net and +49 151 14552 673.

FAITH ROOMS

Female and male prayer rooms will be located in the Keats and Robert Burns rooms respectively on the fourth floor.

MEETING ROOMS

The Byron and Wesley rooms on the fourth floor are available as informal meeting rooms throughout the conference. Please respect fellow delegates and do not occupy these spaces for longer than one hour at a time.

PRESS: INFORMATION FOR JOURNALISTS

We kindly request that when referencing Going Global 2017 journalists refer to the conference as 'Going Global 2017, the British Council's international education conference', and to the British Council as 'British Council, the United Kingdom's international organisation for cultural relations and educational opportunities'.

Please do not report on conference delegates unless they are specific speakers or contributors. Please direct any questions or points of clarification to a member of the press team in the Media Suite on the ground floor. Your main contact will be Nicola Norton: +44 (0) 207 389 4889,

Nicola.Norton@britishcouncil.org

FRINGE SESSIONS

We will be holding fringe sessions before and after the conference. Some of these sessions are complimentary and the others are available at an additional cost to the conference pass. Places are limited and will be allocated on a first come, first served basis.

For further information on the fringe sessions please visit: <https://www.britishcouncil.org/going-global/programme/fringe-events>

REGISTRATION AND INFORMATION DESK

To avoid morning registration queues, we encourage you to collect your registration badge and conference pack at QEII Centre on Monday 22 June between 13.00 - 14.45. The registration desk will be open at the following hours:

Monday 22 May 13.00 - 17.30

Tuesday 23 May 08.00 - 17.30

Wednesday 24 May 08.00 - 16.30

Please arrive in advance in order to collect your badge and a conference pack. Sessions will begin promptly at the advertised time. Please wear your delegate badge at all times.

RESTAURANTS AND ENTERTAINMENT

London planner brochures will be available at QEII Centre help desk. You may also find these websites useful when booking a restaurant: <http://www.toptable.com> and <http://www.squaremeal.co.uk>

SECURITY

For security reasons, please wear your conference badge at all times. There will be a safety and emergency procedures leaflet in your delegate pack.

SMOKING

Smoking is not permitted in any public building in the UK. If you wish to smoke you can do so outside the front entrance of the QEII Centre.

SPEAKER INFORMATION

Speakers wishing to use a PowerPoint in their presentation must send it by email to

going-global@britishcouncil.org no later than 5 May 2017. Please name your PowerPoint file with your 'given name_family name.ppt' (for example 'John_Smith.ppt') Please do not bring them with you on the day as we may not be able to insert them into the programme at that stage.

Guidance notes for PowerPoint

It is not mandatory to use a PowerPoint during your presentation. However if you do choose to use one, we ask you to limit your presentation to a maximum of 8 slides for 12 minutes and 10 slides for 15 minutes.

We recommend that you:

- Keep visual aids simple and convey only one idea per table, figure, or title slide.
- Bear in mind that figures from publications, theses or dissertations normally do not make good PowerPoint slides.
- Restrict text on title slides to seven lines or a minimum of 20 font size.
- Ensure your PowerPoint is in standard size (4:3).
- Remember that simple typefaces are preferable. Generally use Arial or Times New Roman fonts for all slides.
- Do not use colours you have not tested before. Avoid dark slides and overly dark backgrounds.

At the conference

Speaker preparation is available in the Redgrave room on the second floor where you can preview your slides. Speakers will be given personal letters at registration, providing details of their session.

Interviews

There is a dedicated press team on site and they may be in touch during the conference with requests for interviews.

TRAVEL INFORMATION

Arrival by plane

Heathrow Airport – You can travel into London by:

- The Heathrow Express which takes 15-20 minutes to reach London Paddington and trains run every 15 minutes. Further details can be found here: <https://www.heathrowexpress.com>
- Heathrow is also connected to central London via the Underground's Piccadilly Line. The journey to central London takes approximately 50 minutes with trains running every 5-9 minutes. Further information can be found here: <http://www.tfl.gov.uk/tickets>
- London black cabs operate from Heathrow. The approximate cost is £90 (depending on traffic) and the average journey time is one hour.

Gatwick Airport – You can travel into London by:

- Train – travel by the Gatwick Express which is the fastest way from the airport to central London. Trains leave every 15 minutes and take approximately 30 minutes arriving into London Victoria. Further information can be found here: <http://www.gatwickairport.com>
- Taxi companies called Checker Cars and Airport Cars Gatwick operate from the airport. The cost of an average journey is £95.00.

London City Airport – This is the closest airport to the Conference Centre. The journey to the Conference Centre by taxi or public transport will take approximately 45 minutes to an hour. Further information can be found here: <http://www.londoncityairport.com>

Luton Airport – First Capital Connect operates a fast, frequent service direct between Luton Airport Parkway station and central London. To get to the station catch the Luton Airport shuttle bus from outside the terminal at Bay 1. This will take you to Luton Airport Parkway station in about 10 minutes where you can catch a First Capital Connect train to St Pancras international station which takes approximately 25 minutes. Further information can be found here: <http://www.london-luton.co.uk>.

Stansted Airport – The Stansted Express is the fastest and most convenient way to central London

(London Liverpool Street), with trains departing every 15 minutes with an average journey time of 45 minutes. Now operating early morning and late at night. Further information can be found here: <http://www.stanstedexpress.com>

Travel around London

There is an extensive public transport system in London with a wide network of buses and underground trains. If you are planning on using London public transport while in London, we recommend that you buy an Oyster Card (£5 refundable deposit) which can be used on all underground lines and buses. This is a prepaid card that you touch in and out on journeys. For additional information on travelling around London, to download an underground map and see fares, visit www.tfl.gov.uk

Taxis can be hailed on the street or booked ahead. Here are some taxi numbers:

Dial-A-Cab +44 (0)20 7253 5000

Addison Lee +44 (0)20 7407 9000

VISAS

Visitors to the UK must hold a valid passport. Those from non-EU countries should check whether they need a visa to enter the UK.

VOLTAGE

The United Kingdom's standard voltage is 240, with square three-pin plugs. Shaver sockets in bathrooms in hotels are continental-style 2-pin 220 volt, but for other equipment you may wish to bring an adapter with you.

WEATHER

The temperatures in May range on average range between 14-18 degrees Celsius.

WELCOME RECEPTION

Monday 22 May 18.00 – 19.30

The Going Global welcome reception will be held at the Royal Horticultural Halls, once host to botanic art exhibitions held by the Royal Horticultural Society. With a history spanning over 100 years, it has played host to many distinguished royals and legendary stars and was opened by HM King Edward VII and HM Queen Alexandra.

Limited tickets allocated on a first come first served basis. Please confirm attendance on the online registration system. **Please ensure you wear your delegate badge for entry.** You are able to bring a guest for an additional fee of £50, please choose this option in advance when you register as we can't accept on site registrations. Drinks and light canapés will be served.

Venue: Lindley Hall, The Royal Horticultural Halls, Elverton Street, London, SW1P 2QW

Directions:

QEII Centre to Royal Horticultural Halls (0.6 miles)

Walk south-west on Broad Sanctuary towards Victoria Street. Turn left onto Strutton Ground. At the roundabout, take the 2nd exit onto Horseferry Road. Turn right onto Elverton Street. The Halls are on your right.

By Underground:

St James's Park underground station to Royal Horticultural Halls (0.5 miles, Circle and District Lines):

Walk east on Broadway. Turn right to stay on Broadway and continue onto Strutton Ground. At the roundabout, take the 2nd exit onto Horseferry Road. Turn right onto Elverton Street. The Halls are on your right.

Victoria underground station to Royal Horticultural Halls (0.6 miles, Victoria, Circle and District Lines):

Walk east towards Bridge Place. Turn left onto Bridge Place. Continue onto Neathouse Place. Turn right onto Vauxhall Bridge Road. Turn left onto Rochester Row. Turn right onto Vincent Square and finally turn left onto Elverton Street. The Halls are on your left.

By taxi: Ensure to let the taxi driver know to drop you off at the Elverton Street entrance, and not the Vincent Square entrance.

Dress code: Business/formal attire