

## General Information

### Registration Desk

Friday 13th December:	08:00 - 18:00	Clarendon Building
Saturday 14th December:	08:00 - 17:00	Clarendon Building
Sunday 15th December:	08:30 - 13:00	Clarendon Building
Monday 16th December:	08:00 - 09:00	Maurice Keyworth Building (NOTE: For post-conference events only)

### Information Desk

Friday 13th December:	08:00 - 18:00	Clarendon Building and University Union
Saturday 14th December:	08:00 - 17:00	Clarendon Building and University Union
Sunday 15th December:	08:00 - 17:00	Clarendon Building and University Union

### Admissions Policy

The event is open to registered delegates only. All attendees are required to wear their conference badges at all times. Attendees are expected not to participate in canvassing, demonstrating, and to not engage in inappropriate behaviour, or other disrupting activity.

Please note that the dress code for EIBA 2019 is business casual. The organisers reserve the right to enforce these rules through exclusion.

### Companions

Partners are welcome to participate in the social programme. Please visit the registration page for further information and costs: <https://eiba2019.eiba.org/registration/>

### First-aid assistance and/or emergency

If first aid is required, please inform a member of the staff immediately. The national emergency number is 999.

### Lost and Found

The lost and found service is taken care of by the Information Desk.

### Conversation Spaces and Open Work Areas

We have designated Rooms 3, 4, 5 and 6 in the Meadows Teaching Rooms as Conversation Spaces and Open Work Areas, for delegates who wish to conduct meetings or work during the conference. All these rooms have plenty of tables and chairs and power outlets. You can, of course, work in other rooms in the Maurice Keyworth or Liberty Buildings if they are open and available. We simply ask you to be respectful of others working in these spaces.

### Meditation and Prayer Room

We have designated room 1.24 in the Maurice Keyworth Building for delegates requiring space for meditation and prayers. It will be open from 08:00 - 17:00.

### Transportation in Leeds

Leeds has a good system of public transport provided through independent bus companies. Most main routes have a 10 minute or more frequent service during the business day. The independent bus companies are operated through MetroLine.

### Taxis

#### Amber Cars: 0113 202 2112

Amber Cars is one of the largest taxi firms in Leeds, and its app is available to download for free from Google Play Store and Apple App Store. You can book a taxi through the app and pay by credit or debit card. For more information visit - [www.amber-cars.co.uk](http://www.amber-cars.co.uk)

#### Leeds Taxi: 07591 945441

#### City Cabs Association: 0113 246 9999

**Uber:** Uber is available in Leeds. Download the Uber app for iPhone or Android and sign up to request a ride. You will be notified when your Uber has arrived. For more information visit - [www.uber.com/gb/en/ride](http://www.uber.com/gb/en/ride)

### EIBA 2019 Mobile App

There will be an EIBA Leeds mobile app available which you can download on to your smart phones; you will be able to download from Google Play Store and Apple App Store.

The app includes information about the conference, and you will be able to view the programme and any changes in nearly real time. You can also download the app directly via the QR code below:



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and  
FACEBOOK AT @EIBA2019 USING #EIBA2019!