

**Joining
Instructions**

RESIDENTIAL DELEGATES



**@instoflicensing
#NTC2021**

Joining Instructions

(Residential – Crowne Plaza)

Dear Delegate

We look forward to seeing you at the National Training Conference in Stratford-upon-Avon. The conference will once again take place at the Crowne Plaza, Stratford-upon-Avon, full venue details are below.



Venue Information

Crowne Plaza (Stratford-upon-Avon) Bridgefoot, Stratford-upon-Avon, CV37 6YR. Tel no. 0871-9429270

The Crowne Plaza Stratford-upon-Avon hotel is set amid landscaped gardens beside the River Avon, 20 miles from Birmingham Airport (BHX) and 10 minutes off the M40 motorway. The town centre is a two-minute walk away. Stratford-upon-Avon railway station is a mile away, with frequent trains to London and Birmingham.

Check In / Check Out



5^{pm} 11^{am}

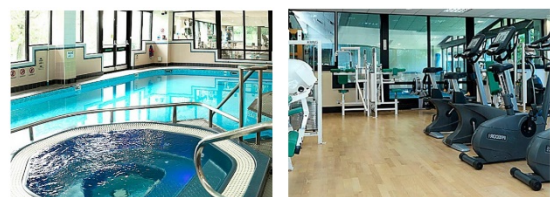
Please note the later check in time which the hotel has requested to allow more cleaning time.

Luggage Storage

The Crowne Plaza have an allocated space for luggage storage so delegates can leave luggage securely during conference sessions before check in and after check out


Internet | WiFi
INCLUDED

On-Site Fitness Centre



Delegates can use the hotel's on-site fitness centre.

Car Parking & Map Link



There are 350 on site complimentary parking spaces available at the Crowne Plaza hotel this includes accessible car parking at the front of the building.

Please ensure that on arrival and at the beginning of each day you register your car at the hotel reception to avoid parking charges.

Travelling by train - Stratford-upon-Avon train station is approximately one mile from the hotel.

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Fire Alarm

If there is an alarm during the conference the assembly point is in the car park at the front of the main reception.



The Programme

The current version of the NTC programme is attached and can be [accessed online via this link](#).

Please note the programme is subject to change. A printed copy will be given to all delegates on registration.

Questions for Panels.

There are a number of discussion panels throughout the programme, including our Expert Panel on Friday - If you would like to submit a

question for discussion by the panel, please fill in the online session survey or email training@instituteoflicensing.org prior to the conference, or during the event, please pass your questions to a member of the IoL team on the IoL registration desk.



Training Materials

Delegates will receive a delegate pack on arrival, which will include the NTC programme, speaker biographies and training session summaries.

Please note that in order to reduce the carbon footprint for this event, **we are not printing speaker handouts this year**. Delegates can access and download speaker handouts online [VIA THIS LINK](#).

Please feel free to print any handouts you particularly want to make notes on. We will provide notepads and pens to all delegates.

IMPORTANT NOTE: Conference handouts reflect the views of the author(s) but they DO NOT constitute legal advice and are not necessarily the views of the IoL.

Finally, please note that the NTC21 Speaker Handouts are intended solely for NTC delegates and are not for wider distribution.

Delegate Registration and CPD

The Institute of Licensing accredits this 3-day training event at a total 12.5 hours CPD (5 hours on the Wednesday and Thursday and 2.5 hours on Friday). Course Ref: ATC88289.

You will be issued with a badge when you register on the first day. The IoL team will scan your badge at that point, but please ensure you register with the IoL team all other days you attend to enable us to award CPD. This is also essential so we have a list of attendees in case of an emergency.

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Meals

As residential delegates, all breakfasts, lunches and dinners are provided. A packed lunch is provided for Day 3.

Please view the [event itinerary](#) for timings of dinner on each day. For the Gala Dinner, if attending, please ensure you fill in the menu options in the session survey - <https://www.smartsurvey.co.uk/s/ITPRPJ/>

PLEASE COMPLETE THE MENU OPTIONS BY NO LATER THAN 12TH NOVEMBER

PLEASE ENSURE THAT YOU INFORM THE IOL TEAM IF YOU HAVE ANY SPECIAL DIETARY REQUIREMENTS OR ALLEGIES.

Evening Activities

Tuesday 16th November

Dinner will be held in the hotel restaurant 7-9pm.

9pm - A fun quiz will be taking place in the Ballroom of the hotel.

Wednesday 17th November

Dinner will be held in the Ballroom from 7-9pm.

After dinner delegates will be free to explore Stratford-Upon-Avon & use the hotel facilities ([Map Link](#)).

Thursday 18th November – Gala Dinner and Awards Presentations

A drinks reception in the main bar and ballroom side bar from 7pm.

Dinner from approx. 7.30pm.

Awards, speeches, and entertainment until 1am.

Please note this is a black-tie dinner (including dress uniform for service persons), lounge suits are acceptable for men. The theme this year is Silver for our 25th Annual Conference. You can accessorize with something silver.



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 Institute of Licensing
25th

National Training Conference 2021

17 - 19 November 2021

Thank you to our Sponsors

Please take the time during the event to visit and speak to our sponsors.

We are fortunate to have significant support from many organisations who will join us at the event, and their support enables us to enhance the conference and to keep conference fees down.



Contact Information

For enquires ahead of the conference please contact us on 01749 987333 or via training@instituteoflicensing.org.

IoL team members attending the Conference:

Sue Nelson - 07738 353800

Jenna Parker - 07883 105167

Natasha Roberts - 0737 9838039

Caroline Day – 07968 690949

We look forward to seeing you at the Conference

LINKS:

- ✓ Map of Stratford-upon-Avon
- ✓ NTC21 Programme
- ✓ NTC21 Event Itinerary