



Joining Instructions for delegates

Welcome to the second Dorset community-led COP. Thank you for booking and we sincerely hope you enjoy the event. This information will help you plan your day. If you have any questions, please contact us at dorsetcop@gmail.com.

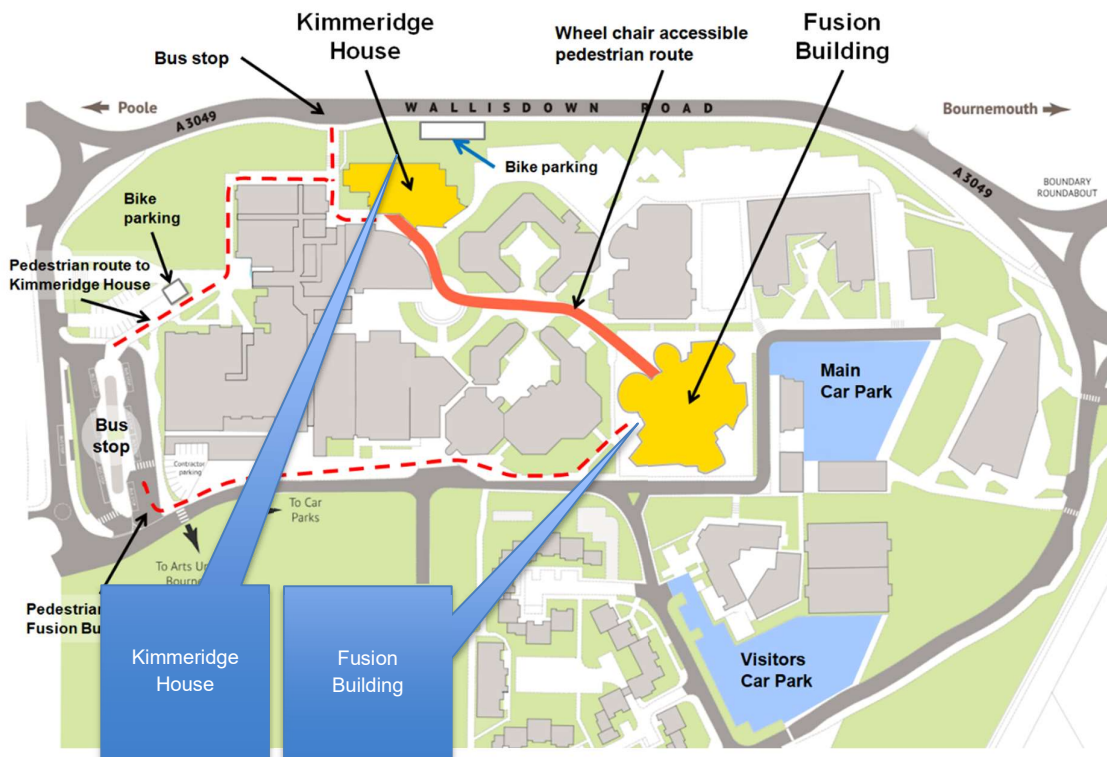
QUICK REFERENCE - WHAT TO BRING: cards for food and snacks (NB Costa Coffee is card only), lunch (if not buying), reusable cup for hot drinks, water bottle. Please feel free to wear a name badge if you have one.

A copy of these instructions is also available on the www.dorsetcop.info website.

1. Venue

The Fusion Building & Kimmeridge House
Talbot Campus
Bournemouth University,
Fern Barrow,
Poole, Dorset,
BH12 5BB

[Talbot Campus interactive map | Bournemouth University](#)



2. Programme

Start time: Registration from 9am

Finish time: 5pm

Please go to the [website](#) for full details of the programme (a summary will also be sent to ticket holders).

Photography/filming

We will be making video and photograph recordings of the event. This is being done to give a wider audience access to the proceedings, to explore issues that arise from the days' discussions, to create visual material for participant groups to promote themselves, and to provide a permanent record of the event.

If you strongly object to being photographed, please speak to either a member of the video crew or the volunteer at registration, both on arrival and when in each session. The video crew member will discuss ways in which we can minimise your discomfort. We will advise you about positioning yourself out of the line of sight of the cameras and occurrences where we will be doing general shots of the audience. If you don't let us know of your concerns, we will assume you have consented to being photographed.

3. Access to the building

We are using two separate buildings: the main reception, exhibition, community sessions, Speakers Corner and café are all located in the **Fusion Building**.

The opening and closing sessions are being held in **Kimmeridge House** where many other activities are taking place during the day including all the business-related sessions. You will be able to check in at either Fusion or Kimmeridge.

There are multiple points of access to the Fusion Building and Kimmeridge House depending on which mode of transport you arrive in. Please see the map and link above for further details. **Poole House is likely to be closed on the day** so those arriving at the Main Entrance are advised to walk around to access Kimmeridge House from the Wallisdown Road entrance or the Fusion Building by following the Car Park signs.

Accessibility

For those requiring information on Accessibility, details are available at:

[Fusion Building | AccessAble](#) &
[Kimmeridge House | AccessAble](#)

4. **Building layout**

A plan showing the layout of the building and the location of the talks, workshops, toilets and catering will be provided before the day.

5. **Registration**

Please bring your e-ticket on your device to either Kimmeridge foyer or the registration desk in Fusion. If you do not have a compatible phone, please bring a note of the booking reference. There is no need to print your ticket.

6. **Fire alarm**

If the fire alarm goes off it will **not** be a test! Please do not panic! Evacuate the building by exiting from the nearest fire exit following the fire exit signs that are on display.

7. **Help on the day**

We hope you have a great experience but recognise sometimes you may need some help. There will be several volunteers (wearing fluorescent jackets) around both buildings during the day as well as a Help Desk at one entrance of the Fusion Building. Depending on the question, they should be able to help you or find someone who will be able to help. Please be respectful of them - they are volunteers and are there to help. We will not tolerate any verbal or physical abuse of our volunteers and will ask anyone who does so to leave.

8. **Food & drink**

Please bring a reusable cup for use at Costa Coffee and a water bottle should you require one. Drinking water is available from dispensers in both buildings.

A small Costa Coffee café will be open in the Fusion Atrium from 09:00 – 16:00 serving drinks, plant-based sandwiches and snacks. **This operates on a card only basis.** Please be aware there may be long queues during breaks, as such you may wish to buy your lunch in advance or bring your own food (but please take any food waste/rubbish home with you for recycling).

There is space in the Atrium for a large number of people but not for the numbers we are hoping will attend. Please feel free to have your lunch in one of the workshop rooms (maybe one of the sessions running through lunch), or the lounge spaces on upper Fusion floors, but please ensure you do not leave any waste behind.

9. **Travel & transport**

Where possible we would encourage people to use active travel or public transport. There is however free car parking on site. Please lift share where possible.

Cycle - Bike racks for visitors are available for use in front of Poole House, Poole Gateway Building, Talbot House, and Dorset House which you can view on the [interactive map](#). There is also a new covered visitor's cycle space behind Weymouth

House. THESE ARE TO BE USED AT YOUR OWN RISK AS THEY ARE NOT SECURED.

Bus - Please go to the [Unibus](#) or [More Bus](#) websites for timetables. Both have routes between various locations across the conurbation and Talbot Campus. Some services are less frequent at weekends so please check the timetables even if you are familiar with routes.

Rail - The nearest rail station to Talbot Campus is Bournemouth. From the station, various buses link the campus (see above). We understand there may be a bus replacement service between Weymouth and Wareham due to planned works. Please check in advance.

Car - Free parking in the visitor's car park. Please note Car Park H (not shown on map) is closed on Saturdays. You can see all options on the [interactive map](#).

You can familiarise yourself with the campus and Fusion Building [here](#)

Please try and car share if possible. We would suggest using the Dorset COP Facebook page to enquire about / offer lift share opportunities.

10. Publicity leaflets / banners

Spaces for displays have been agreed in advance and there is limited space for further displays / banners etc.

If you have leaflets you wish to share, please use the designated space near the exhibition area and please remove any left at the end of the day.

11. Internet access

Free Guest Wi-Fi is available. To connect:

- Check your WiFi is on.
- Select _The Cloud from the available network list.
- Follow the on-screen instructions.
- You're now connected and will auto connect in future.

12. Rubbish and recycling

The University offers an extensive range of recycling facilities. If you cannot find an appropriate one, we encourage you to take any rubbish home with you so you can reuse/recycle it accordingly.

13. Feedback from the day

You will receive a short feedback form to complete, and we would love to hear what you thought of the day so we can learn lessons and plan an even better event next year.

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