



BAM2013

Joining Instructions

About BAM

The British Academy of Management (BAM) is a learned society dedicated to developing the community of management academics. To find out more about BAM, please visit our website at

<http://www.bam.ac.uk/>



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Welcome and Introduction

Firstly, a very warm welcome to you in the lead up to the BAM2013 Annual Conference taking place at Aintree Racecourse, Liverpool from 10 – 12 September 2013. The University of Liverpool Management School is hosting the Conference and the theme for this year's Conference is: 'Managing to make a Difference.'

This document provides key information for delegates attending and/or presenting at the Conference.

Conference Registration

Registration for delegates will take place in the **Earl of Derby Stand, Golden Miller Suite**. Please see below the Registration Desk opening and closing times for each day of the conference.

| | |
|------------------|--------------------|
| Tuesday | 08:00-16:00 |
| Wednesday | 08.30-16:00 |
| Thursday | 08.30-14.00 |

Delegate Badges

Delegates will be given their badges at the registration desks and badges **must** be worn at all times during the Conference. **Please note: failure to wear the badge, may result in not being permitted into Aintree Racecourse.**

In order to recognise who other delegates are at the Conference, the badges have been colour coded, which are as follows:

| | |
|---------------|-----------------------------|
| Blue | Conference Delegate |
| White | Exhibitor |
| Black | Track Chair |
| Green | Fellow |
| Red | Council Member |
| Yellow | Conference Organiser |

*****For those attending the Gala Dinner, the dinner ticket will be inserted inside the delegate badge. Please ensure you bring the dinner ticket with you on Wednesday evening. *****

Conference Programme

The Conference Programme is now available to view on the website www.bam.ac.uk and will also be inserted in every delegate bag, which all delegates will receive at the registration desks.

Location of Conference Sessions

All sessions for the BAM2013 Conference will take place at Aintree Racecourse. Please refer to page 108 in the Conference Programme to view the Aintree Facilities Map. The sessions will be held in the following venues on site: **Paddock Lodge, Princess Royal, Queen Mother, Earl of Derby and Lord Sefton Stands**. The sessions will be held on different floors within the buildings and there will be signage displayed and volunteers on site to help delegates navigate their way around the venue.

Prayer Room

There will be a prayer room available during the Conference for delegates at Aintree Racecourse. Delegates can use the facilities in **Earl of Derby Stand, Box 1**.

Cloak Room

There will be a cloakroom available during the Conference for delegates at Aintree Racecourse. Delegates can use the facilities in the **Media Centre**.

Special Mobility Access

There will be special access requirements available for delegates with special needs, including those with visual, hearing, cognitive and motor impairments at Aintree Racecourse. There are disabled toilet facilities, lifts and on-site accessibility induction loops available at the venue. For more information about the disabled facilities available at the venue, please click on the following link:

<http://www.aintree.co.uk/pages/disability-access/>

Key Information for Speakers and Presenters

Full Papers / Symposiums / Workshops

The rooms allocated for Full Papers, Symposiums and Workshops Presentations will have a laptop, data projector and screen available. **Please note: delegates will need to bring their presentation on a USB data stick and arrive early to upload their presentation onto the laptop. This is to ensure presentations are uploaded successfully and to allow enough time for any technical difficulties that**

may arise. Delegates can also bring any materials they wish to distribute to other delegates during their presentation. BAM suggests bringing 20 copies for distribution.

Please see below the session timings allocated for every delegate’s presentation.

| | |
|--------------------|---|
| Full Papers | 30 minutes allocated for Presentation and Discussion |
| Symposiums | 90 minutes allocated |
| Workshops | 90 minutes allocated |

Developmental (Discussion) Papers

The rooms allocated for Developmental (Discussion) Papers will be presented in a ‘round table’ format.

Please note: there will be no laptop, data projector and screen available in these rooms. Delegates are therefore strongly advised to print all materials prior to their presentation and bring these materials with them to distribute to other delegates during the session. BAM suggests bringing 20 copies for distribution.

Please see below the session timings allocated for every delegate’s presentation.

| | |
|--|--|
| Developmental (Discussion) Papers | 20 – 30 minutes allocated for Presentation Discussion |
|--|--|

Technical Information

All rooms, which have a laptop, data projector and screen available, will be installed with following packages from Microsoft Office: Word, Excel and PowerPoint. **Please note:** Apple Macs and iPads are **not** available. Delegates therefore must ensure the file type of the presentation is fully compatible with Microsoft Office.

Laptop and Printing Facilities

There will be laptops and printing facilities available during the Conference for delegates at Aintree Racecourse. Delegates can use the facilities in the Media Centre.

Internet Access

There will be Wi-Fi available at Aintree Racecourse. Delegates will need to follow the instructions stated below to access the Wi-Fi.

Internet Code: Welcome1720 (please note this is case sensitive)

Step 1: Activate the Wi-Fi setting on the device

Step 2: Search networks and select 'AintreeGuest'

Step 3: A screen with login details will appear and delegates will need to input the above internet code.

BAM2013 Conference Gala Dinner

The BAM2013 Conference Gala Dinner will be held at the **Liverpool Anglican Cathedral on Wednesday 11th September 2013**. The Gala Dinner is the highlight of the conference social events and is not to be missed. 300 - 500 delegates will be hosted in this magnificent venue for an evening of networking, good food and after-dinner entertainment by one of the world's top Beatles tribute bands. Drinks Reception will commence at 19:15 followed by Dinner service at 20:00. The Dress Code is Lounge Suite.

*****Guests will only be admitted into the venue on production of a valid dinner ticket, which will be inserted inside the delegate badge.*****

Guests who have chosen the vegetarian option or have indicated any other special dietary requirements, must display their dinner tickets on the table once seated. This will notify the staff to ensure that all foods provided are prepared and served in accordance with the dietary requirements.

Refreshments and Lunch

There will be refreshments and lunch available during the Conference for delegates at Aintree Racecourse. Refreshments will be served in the **Earl of Derby Stand, Golden Miller Suite**. Lunch will be served in the **Earl of Derby Stand, Golden Miller Suite**, apart from Wednesday, where lunch will be served in **Lord Sefton, Sunloch Suite**.

Delegates who have special dietary requirements must inform the catering staff at the food stations, who will be able to recommend which food items are suitable to consume. There will be vegetarian food options available.

Please see below the Refreshment and Lunch break timings for each day of the Conference.

| Conference Day | Refreshment Breaks | Lunch Breaks |
|----------------|---------------------------------|---------------|
| Tuesday | 09:30 – 10:00 and 15:00 – 15:30 | 12:00 – 13:30 |
| Wednesday | 10:30 – 11:00 and 15:30 – 16:00 | 12:30 – 14:00 |
| Thursday | 10:30 – 11:00 | 12:30 – 14:00 |

Accommodation

The Liverpool Convention Bureau has kindly provided a facility for BAM delegates to easily view and book discounted accommodation online.

Please on the following link to book accommodation:

<https://resweb.passkey.com/go/bamlpl13>

The accommodation-booking site closes on Saturday 31st August at 23:59.

Accommodation can still be booked online after this date at

<http://www.visitliverpool.com/accommodation>, however please be aware that delegates using this website will need to pay a non-refundable 10% deposit in the week prior to the Conference.

We recommend booking your accommodation as early as possible.

Most of the hotels will be based in Liverpool Central and the closest stations are Liverpool Central and Liverpool Moorfields. There is a direct train that goes from these stations to Aintree Racecourse, which is a 17-minute train journey. Some hotels are also based near Liverpool Limestone Station and it is about 10 minute walk to Liverpool Central Station. Please bear this in mind when booking your accommodation.

Travel Information

Rail

The local train company Mersey Rail has kindly sponsored BAM delegates by providing additional capacity and have offered reduced ticket prices of £10 (total) for return tickets on each of the 3 days of the conference (10th - 12th September).

Please note: These tickets are for return travel only and are not all day passes. If you do wish to purchase these tickets, you will then need to create a 'non-member' account on our system to purchase the tickets.

Please click on the following link to purchase train tickets:

<http://www.bam.ac.uk/news-story/5741>

Delegates need to take the Northern Line Train from Liverpool Central Station on Platform 1 going towards Ormskirk. Trains run every fifteen minutes at the following times past the hour: 10, 25, 40 and 55 minutes. Aintree Station is directly opposite the Racecourse and is only 5-minute walk to the venue.

Please click on the following link for the Train timetable:

<http://www.merseytravel.gov.uk/travelling-around/timetables/train-timetables/Documents/Northern%20Line%20from%2019%20May%20to%207%20December%202013.pdf>

Air

Liverpool John Lennon Airport is the nearest airport to the racecourse and is a 20-minute drive by road.

Alternatively, take a bus to Liverpool South Parkway Merseyrail station where you can catch a train to Aintree [change at Liverpool Central or Moorfields onto the Ormskirk train]. The journey takes approximately 1 hour.

Manchester Airport is approximately a 45-minute drive by road.

Bus

Aintree Racecourse can be reached by bus on services: 300, 311, 345, 350 and 351 both to and from Liverpool. From Bootle New Strand take route 61A.

Road

Travelling from the South: Leave M6 at J21A and join M62 west. Leave M62 at J6 to join M57, follow signs for races.

Travelling from the North: Leave M6 at J26 and join M58, follow signs for races.

Travelling from Mersey: Tunnels Follow signs for Preston, then for A59, then signs for races.

Aintree address for Sat Nav users

Aintree Racecourse

Ormskirk Road

Aintree

Liverpool

L9 5AS

Parking

There are 1,800 complimentary parking spaces available at the venue. You do not need to inform Aintree that you will be travelling by car or register to reserve a space.

Where possible, we recommend that delegates use public transport.

Taxis

Please see below the timings and costings for the following journeys:

Albert Dock & Liverpool City Centre Hotels to Aintree Racecourse

- £10 - £13
- 45 minute journey during Rush Hour and 20 – 30 minute journey at all other times

Albert Dock & Liverpool City Centre Hotels to Liverpool Anglican Cathedral

- £3 -£4
- 5 – 10 minute journey
- 15 – 20 minute walk

Taxi Companies

Davy Liver Taxis

21 Stafford St

Liverpool

0151 708 7080

Alpha Taxis

2 Higher Rd

Liverpool

0151 486 8797

Mersey Cabs

Abbey House

5-7 Falkland St, Liverpool

0151 298 2222

Village Taxis

190-194 St Mary's Rd

Garston, Liverpool

0151 427 7909

Delta Taxis

200 Strand Rd

Liverpool

0151 922 7373

Acorn Cars

18 Park Brow Dr

Liverpool

0151 546 4444

Tourist Information

During your stay, we hope you take the opportunity to explore Liverpool's many social, cultural and historical attractions as well as its characterful pubs and exciting shopping venues.

Liverpool is a thriving, stylish, cosmopolitan and vibrant city renowned for its maritime history, passion for music, the arts, culture and sport. Liverpool was awarded the prestigious **UNESCO World Heritage Status** in 2004, and just four years later enjoyed one of the most successful ever **European Capital of Culture** years when it held the title in 2008. The City has an unbeatable variety of world-class museums, galleries and theatres, as well as stunning architecture and a spectacular waterfront.

For more tourist information about Liverpool, please click on the following link:

<http://www.visitliverpool.com/>

We look forward to seeing you at the Conference in Liverpool.