

Delegate Joining Information

Welcome to the SoRSA 2025 Annual Conference at the Radisson Blu Manchester Airport Hotel.

If you have not done so already, could delegates who have not previously informed CIHT/SoRSA via their booking form, if they have any dietary or special accessibility requirements, please email these to regions@ciht.org.uk as soon as possible and before 6th June.

For your information, please note the following:

Monday 16th June

Registration will open at 12 noon. A lunch is available in the **Collage restaurant** on Level 3 as part of your conference fee.

Car parking is available at the hotel on a first-come-first served basis. Payment must be paid at Reception upon arrival. Currently, this is £19.00 per car/per night.

There is a room set aside for the storage of your luggage, this will be locked, so please do not take bags into the conference room as these may obstruct pathways in the event of the need to evacuate the room.

The **Conference** will start at 2.00pm and will take place in the **Manchester Suite** sitting around tables, the number of which will be indicated on your delegate's name badge. This will be same table that you should sit at for the conference dinner, as the restaurant has been informed as to where the people with the various dietary requirements are sitting.

There will be a comfort/refreshment break at approximately 3.30pm which will be served in the Lobby where registration took place.

Room keys will be available from 5.30pm on tables set up in the lobby.

The **SoRSA AGM** will commence at 5.45pm in the **Brussels Suite** for members of SoRSA. Please attend if you can. This should only take a short time.

Dinner will be served in the **Manchester Suite** at 7.30pm, please gather at the Lobby Bar from 7.00pm. Please note, that your table number is shown on your delegate's name badge.

Tuesday 17th June

Breakfast will be available for those staying in the hotel in the **Collage Restaurant** on Level 3 as part of your Bed & Breakfast rate.

Anyone joining the Conference for just one day, will be able to register at the desk in the lobby from 8.00am.

Seating for this day is not allocated. The Conference will commence at 9.00am, please note questions will be taken after the end of each session and not after each speaker.

A refreshment break will take place at approximately 10.45am; followed by lunch in the Collage Restaurant at around 12.10pm. A further comfort break will take place at approximately 2.10pm, with the Conference closing at approximately 3.30pm.