nus NATIONAL CONFERENCE

25-27 April 2017 | Brighton

Fringe Booking Information

If you need this document in another format contact NUS on 0845 5210 262 or email events@nus.org.uk

Contents

Purpose of this document

To give an overview of booking a Fringe slot and what's expected of being part of NUS National Conference.

Checklist – What you need to do?

The key dates have been added to my calendar ☐
I have read over the instruction pack including the terms and conditions ☐
The deadline for applying for a stall is 10 March 2017 ☐

About NUS National Conference

The National Union of Students (NUS) is a confederation of students' unions representing over seven million students in the UK. Our member students' unions are a diverse group of organisations, from small volunteer led entities to large charities which employ hundreds of staff.

National Conference is the sovereign policy-making body of NUS and brings together nearly a thousand delegates from students' unions across the country to discuss, debate and vote on motions and elect the political leadership of the organisation for the year ahead. National Conference takes place in Brighton from Tuesday 25 April to Thursday 27 April 2017.

Delegates are students or elected student officers (full time roles) who represent the students from their students' union.

Throughout the conference, there will be a mixture of policy debate, fringe workshops, inspiring key-note speakers, elections and reports on the work done this year at NUS. There are 5 fringe slots throughout the first 2 days of the Conference where several workshops are scheduled for delegates to choose and attend. There will also be an exhibition at the conference for the delegates to interact with during the fringe and access break slots.

Target Audience

The conference will be attended by students and elected full time student officers which will include presidents/lead officers of Students' Unions.

Fringes

The fringes are an important part of the experience for delegates at National Conference. Having a workshop/plenary session (or whatever you choose) provides an excellent opportunity for you to communicate your message to delegates, many of whom hold positions of leadership in their students' union or are involved students who are active in campaigning and volunteering in their students' union and learning environment.

Fringes may take place on either Day 1 or Day 2 of National Conference. This year there will be the following fringe slots:

- Day 1 (Tuesday 25 April), afternoon
- Day 2 (Wednesday 26 April), afternoon
- Day 2 (Wednesday 26 April), evening

You may express your preference when applying for a fringe.

Numbers are limited in total for depending on the number of rooms available, and priority is given to student groups and organisations

Fringe information

As part of the booking a fringe the event, the following will be provided

- Room booking in the Conference venue
- Fringe events may take place on either Day 1 or Day 2 of the conference
- Listing in the order paper and on the NUS Conference website
- Catering on request (additional fee)
- Any equipment needed for presentation (upon request only and subject to availability)

February 2017

Deadline to submit fringe form request

09:00 Friday 10 March 2017

You need to fill out the full details of the fringe including who will be attending including names of speaker, title of fringe and an overview of the content you expect to deliver.

March 2017

Confirmation of accepted fringes sent

Week commencing 20 March 2017

We will review all the fringe requests and will make a decision on whether your session will be accepted and which slot it will be in. We hope to communicate this during the week commencing 20 March 2017 for you to then make the necessary arrangements to attend.

April 2017

National Conference 2017

Conference starts at 12:00 Tuesday 25 April – 14:00 Thursday 27 April 2017

Fringe slot 1 – Tuesday 25 April, afternoon
Fringe slot 2 – Wednesday 26 April, afternoon
Fringe slot 3 – Wednesday 26 April, evening

Times will be subject to the agenda of Conference business and will be confirmed to successful applicants.

Making the most of the Fringe

Fringes are a unique chance for our delegates to learn about your organisation or campaign and its values and engage our delegates in getting involved.

What we expect of each fringe session

- That the fringe has relevance to students and to our member unions.
- To make the most of interacting with our delegates and observers during your session to challenge and inspire them.
- To clearly showcase your organisation, campaign, product or service to our delegates and observers.
- To adhere to the terms and conditions outlined below and to the code of conduct, equal opportunities, no platform and safeguarding policies NUS has in place.

Planning your fringe checklist

- ☐ Read over the fringe booking information in this pack
- ☐ Read over the terms and conditions in this pack
- ☐ Plan and agree what the purpose of your session is and what you want to achieve through it
- ☐ Check which dates and time slots are most suitable for you
- ☐ Agree on a title and description of your session which accurately represents the content you will deliver
- ☐ Agree on your facilitator for the session (only those named in the application will be allowed into the Conference venue)
- ☐ Agree on any speakers and confirm their attendance (only those named in the application will be allowed into the Conference venue)
- ☐ How many delegates would you expect at your fringe session?
- ☐ What room layout would you like for your session?
- ☐ Do you have any audio or visual requirements?
- ☐ Do you have an organisation logo you want included on the Conference website?
- ☐ Who on your stand will be responsible for the session – make sure you provide their contact details
- ☐ Will you provide catering in your session, you will need to budget for this as you will be charged for the menu

Appendix 1 Terms and Conditions for Fringe slot

1. Definitions

i. In these Terms and Conditions, 'Organiser' means the National Union of Students of the United Kingdom. 'Presenter' means any person, company or organisation and the staff or agents of any such company or organisation to present or speak at a fringe session. 'The Premises' means the venue used by the Organisers for fringe purposes. 'Authorities' means the local authority, fire authority or any other relevant body or person having jurisdiction over the premises.

2. Presenters

i. Every person invited to speak, facilitate or take part in a fringe session shall be subject to these terms and conditions.

3. Security and insurance

i. Each Presenter is responsible for the security and insurance of their own and for their own employees' insurance cover. In no circumstances will the Organisers accept responsibility or be liable for loss or damage whatsoever or howsoever arising in relation to the fringe session

4. Fringe allocation

i. The Organiser shall determine the allocation of fringes to each Presenter and reserves the right to alter should the need arise.

5. Final details

i. Final arrangements concerning the fringe breaks including access and setting up times will be enclosed with the Allocation Pack.

6. Time keeping

i. Sessions must keep to the time allocated.

7. Equipment, materials and displays

i. Presenters may use displays or materials for their session the content of which must all adhere to NUS' policies on code of conduct, equal opportunities and no platform policies.

ii. All goods delivered to the fringe premises must be accompanied by or received by a representative of the Presenter. Advance notice is required of any large items of equipment.

iii. Presenters will be held responsible for any damage to their own equipment or what is used for the session.

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8. Identity of persons

i. Presenters and their named speakers and guests will be issued with the appropriate credentials from the information point on the day of the meeting. Credentials are only available with the consent of the National President and are not transferable.

9. Conduct of Presenters

i. All Presenters must adhere to the Equal Opportunities, Staff Protocol, Safe Space and No Platform policies of NUS. These policies will be included in the Allocation Pack.

ii. Any presenter found distributing leaflets/ materials or behaving in a manner that contravenes these policies may be asked to remove the leaflets/ materials or to leave the conference on request of the National President.

10. General

i. Each Presenter and their associates are bound in all respects by these Terms and Conditions and in addition, shall be bound by and comply with and be deemed to have full knowledge of the Rules, Conditions and Regulations of the National Union and the premises.

ii. Each Exhibitor must bring to the notice of all associates employed by them such of the provisions of these Terms and Conditions, and any claim arising from failure of the Presenter to give such notice shall be the sole responsibility of the Presenter concerned.

iii. Any complaint must be submitted in writing to the Organiser or representative of the Organiser within 7 days of the fringe. A complaint made or addressed in any other manner will not be considered.
iv. The Organiser reserves the right to waive, add to or alter any of these Terms and Conditions in the interest of the Exhibition either generally or in any particular case.

11. Cancellation or changes to session

i. Any Presenter cancelling or changing their sessions (including title, session brief or speakers) after their application has been accepted must notify the Organisers, immediately. In the event of a presenter changing the details of their session at any point after the session has been accepted the Organiser may disallow the session to continue.
ii. The presenter shall be responsible for any and all payment of catering or other equipment already booked on their behalf.

12. Fringe cancellation

i. If for any reason the fringes may not be able to proceed, the Organiser may at their discretion:
    a. postpone the fringe until such a time as in the circumstances of the case appear to them to be reasonable; or
    b. declare the fringe session abandoned.

13. Agreement to Terms and Conditions

i. Upon the submission of your request to have a fringe session you are also confirming you are in agreement with these Terms and Conditions. Presenters will only be given a session at the discretion of the Organiser and the Presenter and all associated parties with them for the fringe confirm they and agree with these terms and conditions.

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For general event enquiries contact:
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For content of the conference, democratic procedures and elections enquiries contact:
e **executiveoffice@nus.org.uk**

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