

ACADEMY 2021

from **Wednesday 23rd November**
to **Friday 25th November**

The Association of 
Police Communicators

Thank you for registering to attend the APComm Academy 2021, which takes place at Belton Woods Hotel, Grantham between Tuesday 23rd and Thursday 25th November. These Joining details should provide all the information you need for the event, so please take the time to read them carefully. We really look forward to welcoming you to the 2021 Academy, and what a packed programme we have planned for you!

Arrival

Registration will take place on the first floor just inside the Hawthorne Suite. Please ensure that you register upon arrival and collect your colour coded pass which will allow you access to the main room on the days for which you are registered. If you are arriving by car we suggest you leave your bags in the car until you can move into your room later in the day. If not, please leave bags with reception and collect later. You will be provided with a delegate pack, which includes all you need to know for the period of your attendance at the event.

A networking lunch will be served in the area outside the Major Oaks suite (where the main Academy will be held) between 12 and 12.45pm on Tuesday 23 November. Academy business begins at 1pm and we ask that you ensure that you are seated in the Major Oaks suite in time for the Academy opening to avoid disrupting the experience of other delegates.

Room keys for those arriving on Tuesday will be provided in envelopes which can be collected outside the Major Oaks suite during the afternoon tea break.

For those delegates arriving for Wednesday or Thursday, registration will take place at the same location and tea or coffee will be available in the area outside the Major Oaks suite which is adjacent.

Attire

Dress throughout the event should be business attire.

Tuesday evening will comprise a buffet supper, and fun (but brief!) quiz. Dress for this event is casual smart. Please take your seats in the main room and you will be called in to collect your food.

Wednesday evening will be a formal dinner and dress is smart.

Transport

Please note that if you plan to arrive by car there is ample parking available at Belton Woods on site. The postal and sat-nav' address is: **Belton, Grantham, Lincolnshire NG32 2LN**. If you are arriving from the south, go to the third exit marked Grantham & Gonerby Moor (this is the first exit for Grantham when approaching from the north). This will save you coming through Grantham town centre.

If you plan to arrive by train (Grantham is on the east coast main line about an hour from Kings X), we strongly advise that you pre-book a taxi for the few miles from Grantham train station to the hotel (about £10 fare). **Once you are on your train and know that it is running to time, we suggest you call one of the numbers below to arrange a taxi on arrival:**

01476 594594 | 01476 820920

The busiest times are during school runs from around 0800 - 0930 and 1500 - 1630

07531 444555 | 01476 566966

Hotel

Belton Woods location details can be found here: www.beltonwoods.co.uk

PLEASE NOTE: Although, Belton Woods agreed to let us host the event on these dates, major renovations to the downstairs bar and dining area is underway. This means that breakfast will be served in the Hawthorne 1 room on the first floor. Lunches during the Academy will be served as a buffet outside the Major Oaks suite. Evening meals will be in the Major Oaks Suite. The bar in the Hawthorne Suite will be open from 5pm each evening. There will be a drinks reception provided by our sponsors on Wednesday evening from 7.30 to 8pm.

COVID SAFETY: The hotel is doing everything it can to ensure your safety and provide maximum flexibility during your stay. At the time of producing this brochure Belton Woods has said that the property, '*adheres to strict physical distancing measures*', that, '*wearing a face mask is mandatory in all indoor common areas*' and that there are, '*additional safety and sanitation measures in effect throughout Belton Woods*'. We ask you to play your part in adhering to these statements, to respect the measures and check on the current situation in the context of Covid whilst you are at the hotel. If you have any queries about any of this, please contact one of the Exec' Committee.

Covid Security

Your safety is paramount, and we all share a responsibility to keep everyone safe.

The Belton Woods hotel accommodation is retained exclusively for APComm members during the period of the Academy, and the hotel is a trusted service provider working to ensure that you are safe, and feel safe. Your programme brochure will contain further details on this, or you can visit the hotel website.

In addition to this, and in order to ensure the safest possible environment all delegates must:

- Take a lateral flow test prior to attending the Academy. We also advise that you bring lateral flow tests with you.
- Not attend if you are symptomatic in any way.
- If you develop symptoms while at the Academy, please remove yourself to your room and undertake a lateral flow test.
- If you test positive at any point, you must remove yourself from contact with delegates.
- If you require medical attention, please alert reception who will notify a member of the APComm exec.
- Wear face masks when moving around all public areas of the hotel. These may be removed when seated.
- Adhere to the one way systems in operation.
- Maintain appropriate social distancing.

The APComm executive have worked with the venue and PCTD to ensure that additional measures are in place for your safety and reassurance. These include:

- Maximum numbers of 160 delegates per day seated at round tables in the Major Oaks Suite.
- There is limited overflow in the Cedars suite adjacent to the Major Oaks where the main event will be streamed.
- A maximum of 8 delegates per table.
- Fixed microphones at set points within the room for questions, with the facility to sterilise each mic between use.
- Contactless payment for our charity raffle – so don't forget your card!
- One way system in and out of the main arena to minimise pinch points and contact.

In the event of social distancing requirements changing, or new national covid restrictions being introduced prior to the event, we will be in touch with Heads of Comms to advise.

Security

In order to manage and maintain the fixed numbers agreed, and to ensure the integrity of any operationally sensitive material being shared within the programme, we will be operating a process of colour coded lanyard passes for each day's business.

Please therefore ensure that you wear your lanyard with your delegate pass visible at all times during the day's Academy business. These are not required during the evening events.

Lanyards and passes will be issued at the point of registration.

Sponsors

We have some really great sponsors for you this year, including PRCA, Orlo, and Visav. Please do take the time to chat with our sponsors and find out what they can offer you and your team.

Sponsors stalls will be pitched in the breakout area just outside the Major Oaks Suite. You will also be able to network informally with your sponsors during meals and evening events.

Subject Matter Experts

We know that often there are questions you want to ask our speakers, or the experts - but there is not always the opportunity in a packed programme.

So this year APComm is making three Subject Matter Experts available to you during the event, providing you with the opportunity to chat informally about the matters specific to your team.

You will find full details of our SME's – plus a pic so you can spot them – in your Academy brochure which you will receive at registration. They will be located in either the Cedars suites adjacent to the Major Oaks or on the ground floor in the Poplar suites.

Access to speaker slides and presentations

Speakers will advise whether their presentation slides and resources will be available via the APComm website after the event. This may vary from speaker to speaker.

Please note that we will NOT be recording any of the speaker inputs.

#APComm 21

We will be tweeting key highlights from the event via our APComm Twitter account. If you don't follow us - remedy that now!

When tweeting or sharing content via your own channels, please first ensure that the speaker has indicated that this is appropriate.

Photographer

Please note that we have an official photographer taking pictures of the event on the morning of Wednesday 24 November. We intend to use these pictures on the APComm website and other promotional material.

Please advise a member of the exec if you have an issue with this.

If you have any questions please do contact one of us!

We look forward to welcoming you to the APComm Academy 2021.

Regards,

Jacqui Hanson

Secretary to APComm

Contact Details

tony.diggins@pctd.org.uk | 07879 604001

jacqui.Hanson@southyorks.pnn.police.uk

During the event:

John Horton: 07476 299626

Jacqui Hanson: 07834 385383

Wi Fi

In addition to the hotel wi fi which automatically connects we have a dedicated wi-fi throughout the event:

APcomm_2021 & the password APCOMM2021.

If you have difficulty connecting your secure computer to the hotel wi-fi, please call the help line on **03302 020530**

WEDNESDAY DELEGATES – PLEASE COMPLETE THIS SURVEY!

If you or any of your team are attending the sessions on Wednesday, Scott Fulton has asked that everyone attending completes the following (very brief and anonymous) survey to help him shape his APComm Academy session to give you the most value:

<https://www.digitalrebels.co.uk/apcomm>

Please aim to complete it by next **Wednesday 17th November** if possible.