

**ACT ANNUAL
CONFERENCE 2018**
where treasury minds meet

15-16 May 2018 | ACC, Liverpool

**STRONGER INFLUENCE
SMARTER INNOVATION**
CUTTING THROUGH THE NOISE

DELEGATE INFORMATION

This guide contains important information about the ACT Annual Conference and is designed to help you plan and make the most of your time.

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1. Getting there

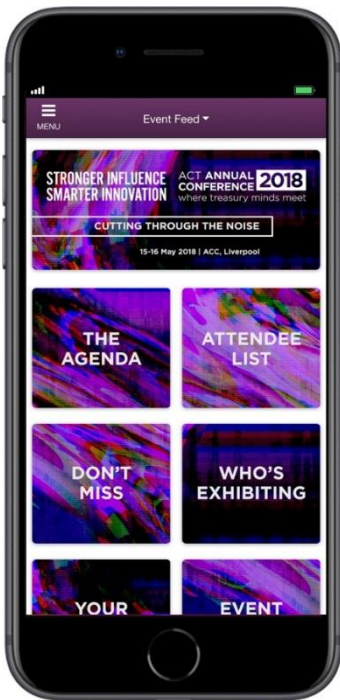
Venue: ACC Liverpool, Kings Dock, Liverpool Waterfront, L3 4FP. The venue is just over 10 minutes by taxi from Liverpool Lime Street train station and 30 minutes by taxi from Liverpool John Lennon airport.

Travel information: please [click here](#) for a full range of options.

2. Accommodation

Accommodation bookings can only be made via [this link](#) for preferential booking rates. JP Events is the approved reservation agent working on behalf of the ACT. For any questions regarding accommodation, you can also call to speak to the friendly team on +44 (0)845 680 1138 or email jane@jpetem.com. We do not book accommodation via a phone call or email – if you receive any direct communication from another accommodation booking service please report it to our events team as soon as possible.

3. Download the free conference app



The conference app will be ready to download from Wednesday 25 April!

Make sure it's on your phone ready to use

- ✓ Access the full agenda
- ✓ Personalise and plan your schedule
- ✓ Allow push notifications so you don't miss any of the event highlights
- ✓ Find out more about exhibitors, sponsors and speakers
- ✓ See the attendee list (contact details will not be published)
- ✓ Message other delegates through the app
- ✓ View the conference Twitter feed and get involved
- ✓ Participate in the voting sessions – only on the app!

Step 1) Visit <http://go.eventmobi.com/app/> and click on the appropriate app store

Step 2)

Launch the app and enter event code: ACT18

Step 3)

When prompted, enter your main email address used by the ACT. If this doesn't work, please contact the team on events@treasurers.org. If you'd like to change your main email address, please do let the team know.

Step 4)

Explore everything the app has to offer!

Please note that it can take up to 24 hours from receiving this document until you are able to sign in.

4. Registration and delegate information

The registration desk is located in the Lower Galleria (Level -1) and will be open from 08:30 on Tuesday 15 May. Please visit the registration desk to collect your delegate badge and pack when you arrive.

Below are a few points about the conference to be aware of. If you require assistance at any time during the conference, please ask at the registration desk or at the ACT Hub.

- **Access to conference sessions and exhibition:** stewards will be checking attendee badges at the entrance to the exhibition and conference sessions, so please wear your attendee badge at all times.
- **Dietary requirements:** please let us know if you have any dietary requirements or allergies in advance. We will do our best to accommodate your requirements, however, there is no guarantee that we will be able to accommodate all food intolerances/special diets. Please also inform the catering staff at both the ACT Annual Conference and the Social Highlight of any allergies/intolerances.
- **Dress code:** the dress code for the conference and Social Highlight is business attire.
- **Cancellations:** the terms and conditions which apply to your booking can be found [here](#). If you are no longer able to attend and you are sending a colleague in your place, please ensure their full details are emailed to events@treasurers.org as soon as possible. We can only accept name changes in writing. Please also note that only ACT members/students can replace an ACT member/student who has cancelled.
- **Photography, reporting and social media:** Sound and video recording and photography will take place during the ACT Annual Conference. This will be used by the ACT for promotional and knowledge resource purposes. Footage will be made available online including on ACT's social media channels and at the discretion of the ACT. If you do not wish to be recorded or photographed, please make the photographer or videographer aware and let a member of ACT staff know. Members of the press may be in attendance and reporting in line with ACT's [press policy](#). If you have any queries please email snewell@treasurers.org

5. Exhibition

The exhibition will open on Tuesday 15 May at 08:30 and, as well as giving you the opportunity to visit the largest range of treasury product and solution providers in the UK, it is where lunch and all other refreshments will be served. Visit www.treasurers.org/annualconference/sponsors to take a look at who will be exhibiting.

6. The ACT Hub at stand 80

The ACT Hub is your central point of contact with the ACT team – there to answer your ACT-related questions and help you get the most out of your conference experience. We'll also keep your phones and sugar levels topped up at our **mobile charging station** and **ACT sweetshop**.

ACT member volunteers help us make a lot of great things possible, including raising the profile of treasury and strengthening the profession. It's the involvement of our treasury professionals in practice that makes us a unique and authoritative treasury voice, and we can't be that without you. If you'd like to **find out how you can get more involved with the ACT** – whether speaking at an event, contributing or reviewing technical content, or supporting student members (whilst building your professional profile and network at the same time), come and talk to the team at the ACT Hub – we can help you explore the many options to match your areas of interest, expertise and availability!

And if you have any questions about **ACT qualifications**, how our **in-company learning programmes** can help your team, or what **career support** we can offer, the team will be on hand to help.

7. Programme

Tuesday 15 May		Wednesday 16 May	
08:30	Registration and exhibition opens	08:00	Registration opens
09:30	Welcome, opening keynote speech & plenary	08:00	<i>talkingtreasury</i>
11:00	Refreshments in the exhibition hall	09:00	Plenary sessions
11:45	Track one – A, B or C	10:00	Track three – G, H or J
12:45	Lunch in the exhibition hall	11:00	Refreshments in the exhibition hall
14:15	Track two – D, E or F	11:45	Track four – K, L or M
15:15	Refreshments in the exhibition hall	12:45	Lunch in the exhibition hall
15:45	Treasury Fringe: choose from 1-7	14:15	Treasury Fringe: choose from 14-20
16:30	Treasury Fringe: choose from 8-13	15:00	Refreshments in the exhibition hall
17:15	Networking drinks reception in the exhibition hall	15:30	Plenary sessions
18:30	Complimentary coach transport to Liverpool Cathedral	16:30	Closing remarks and close of conference
18:30	Social Highlight at Liverpool Cathedral	16:40	Complimentary coach transport to Liverpool Lime Street Station
22:00	Afterparty near ACC Liverpool		

The full conference programme is available at www.treasurers.org/annualconference/programme.

▪ **Tracks and Treasury Fringe sessions**

Attendance is first come, first served so please arrive promptly in order to guarantee your place.

▪ **Putting CPD in your hands**

The ACT Annual Conference acts as a valuable CPD resource, providing practical support, focused knowledge and interactive sessions to give you real insight and develop your professional skills. For more details please visit www.treasurers.org/annualconference/cpd.

▪ **Future Leaders in Treasury networking reception**

The Future Leaders in Treasury (FLiT) group provides support to ACT members and students in the earlier stages of their career. www.treasurers.org/futureleaders

Please join us during the morning break on Wednesday 16 May, 11:10-11:50, outside room 16 to discuss FLiT and meet Courtney Huggins, Treasurer, Logikor Europe (founding member of the group). To confirm attendance please email ltatham@treasurers.org

8. Treasury Hunt

Take part in the ACT Treasury Hunt (you'll receive a passport at registration) and visit each exhibition stand to collect as many stamps as possible. The passports with the most stamps will be put into a prize draw for a chance to win one of two SONOS PLAY:1 speakers! The big reveal will take place at the ACT Hub (Stand 80) on Wednesday 16 May during the afternoon break at 15:

15.

9. Social Highlight

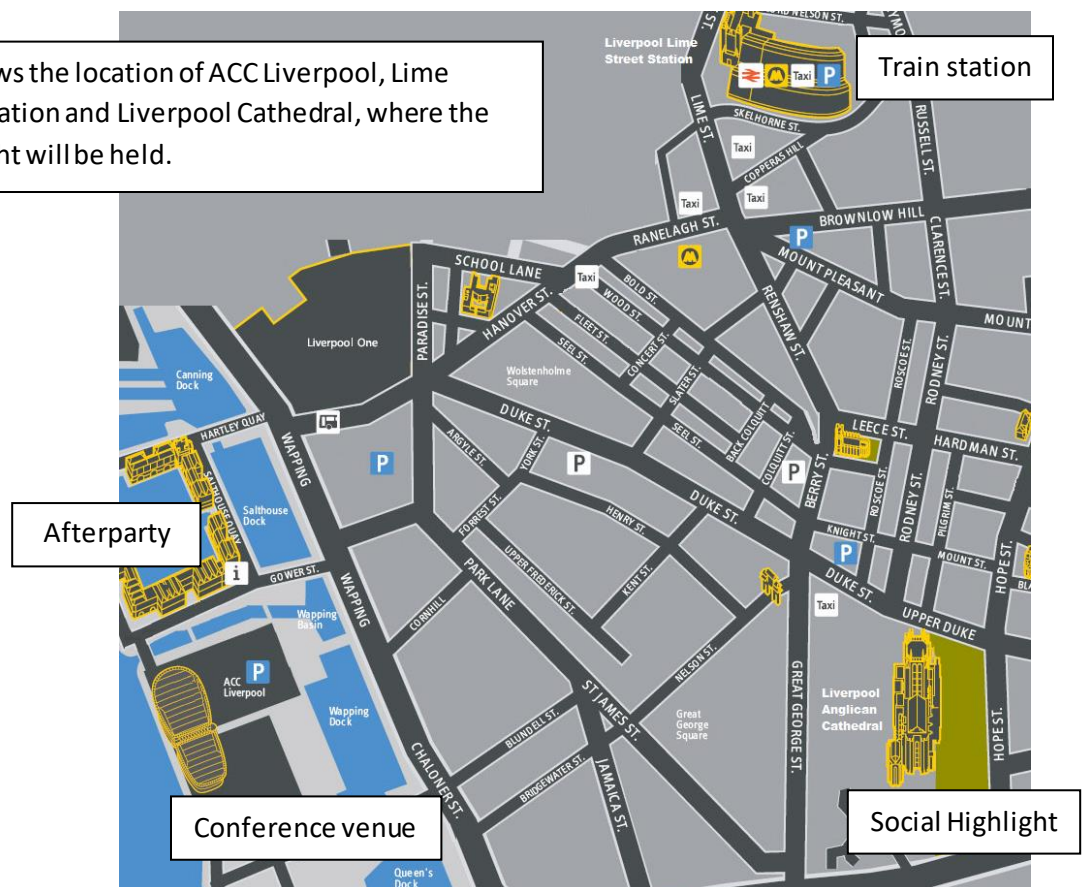
Join us for a networking drinks reception in the exhibition hall from 17:15 for your chance to relax and catch up on the day's events with your fellow delegates. Complimentary coaches will be leaving the ACC for Liverpool Cathedral from 18:30 for the Social Highlight.

Starting at 19:00 you are invited to join your fellow delegates for a three-course dinner and entertainment.

A free coach shuttle service will run between the conference and the Social Highlight. Coaches will be leaving from 18:30 from the Galleria, Riverside entrance and will be clearly signposted. A return shuttle will be provided to the afterparty at PanAm Bar which is a two-minute walk from the conference centre. First drinks are on the ACT!

10. Local map

This map shows the location of ACC Liverpool, Lime Street train station and Liverpool Cathedral, where the Social Highlight will be held.



11. Contact us

If you have any queries prior to the event please do not hesitate to contact us.

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Stay connected with the ACT

Join our social networks for all the latest information before, during and after the conference



Twitter: **@actupdate #ACTAC18**
LinkedIn: **www.treasurers.org/linkedin**
Facebook: **www.facebook.com/actupdate**