



2020 NICS LIVE

Inclusivity Report

Event: NICS Live 2020

Date: Wednesday 6 May 2020

Venue:

ICC Belfast
2 Lanyon Place
Belfast
BT1 3WH

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Getting to the venue

The ICC Belfast (formerly the Waterfront) is located on Lanyon Place, just off Oxford Street in the city centre. If you are traveling on a major road into the city, follow signs for the city centre and ICC Belfast via East Bridge Street or Oxford Street.

Bus

The nearest bus station is the Laganside Bus Centre, located approximately two minutes' walk from the venue.

There is a bus stop on Oxford Street, directly outside the ICC Belfast.

The main bus provider in Belfast is [Translink](#), which runs both Ulsterbus and Citybus Metro services.

Train

The nearest train station is Central Station, which is located on East Bridge Street, around five minutes' walk from the venue.

For train timetables, visit www.translink.co.uk.

On Foot

The ICC Belfast is located on Lanyon Place beside the River Lagan. This is approximately five minutes' walk from the city centre – follow directions from Belfast City Hall towards Chichester Street. Cross at the traffic lights on Victoria Street, continue past the law courts and then cross at the traffic lights on Oxford Street – the venue is located next to the Belfast Hilton Hotel.

Car

[The Hilton Belfast](#) is located a 4-minute walk away from the ICC and has car parking facilities available. Alternatively, the [APCOA, Lanyon Place](#), is located 100 meters from the venue. Both car parks are multi-storey and charge an hourly rate of £2.50. Special rates are available for evening parking.

By Taxi

If you are arriving by taxi you will be able to be dropped off and picked up at the main entrance.

If you need assistance accessing the venue on the day, please send an email to nicslive@dodsgroup.com to let us know when you will be arriving. We will ensure that a member of the venue's staff is on hand to ensure you are given access to the forecourt to drop you off as close to the venue as possible.

Inside the venue

Access

There is lift and ramp access across the venue. All lifts have spoken messages indicating which floor the lift is on and whether the doors are opening and closing. All lifts also have grab bars inside. The entrance area offers flat access and is paved. Escalators serve all main floors of the building.

Registration will take place in the entrance foyer. If you have mobility impairments that mean queuing is difficult for you, please speak to one of the volunteers, who will be wearing blue Northern Ireland Civil Service Live T-shirt, and they will be happy to take you to a fast-track queue.

Toilets

Accessible toilets are available across the venue with grab rails, emergency pull cords, lowered mirrors and fittings. Currently these toilets allow for either a left or a right lateral transfer, not both.

Audio

Infra-Red is available in various locations. Delegates are requested to turn their hearing aid to 'T' setting.

Induction Loop is available in various locations and we will have PA systems in all sessions rooms. If you are hard of hearing, please inform us by completing the relevant section of the registration form. We will do all we can to find another reasonable solution if none of the above works for you.

Fixtures and fittings

Space for wheelchairs will be available in all session rooms. We will place the recognised disabled sign sticker on the floor to secure a designated clearance space for wheelchair users.

Standard conference chairs will be used in all rooms and we will work with individual delegates who make specific requests. Requests that are more specialised, i.e. medical needs, may require the individual to provide their own adjustment solution so as not to compromise their health further.

There is good venue signage, which will be supplemented with our NICS Live signs to help delegates identify the session rooms they have registered for. These will be positioned at a suitable height for wheelchair users, where possible.

Catering

Northern Ireland Civil Service Live does not provide free catering at these events, but there will be water-coolers in the venue at refreshment stations. There will be cash catering facilities where refreshments and snacks can be purchased. Catering items will be labelled with allergen information and delegates can speak to any member of the catering team on the day with regards to dietary needs and requirements.

Emergencies

In the event of the fire alarm activation, all delegates should follow the directions of the venue front of house staff.

The ICC staff shall assist any person who requires assistance; these persons will be evacuated using dedicated evacuation lifts.

Assistance dogs

Assistance dogs are permitted in the venue however, you must note this in your registration form so the venue can be notified in advance. One or more water bowls, depending on the number of support dogs, will be available within the venue at a suitable location. Delegates with assistance dogs will be advised where this is or can approach the information desk.

For the comfort of assistance dogs, the nearest accessible space is a patch of grass at the front of the venue.

British Sign Language interpreters / palantypists

We have asked delegates to let us know as part of the registration process if they require a palantypist or interpreter, so we can make the speakers and volunteer support team for that session aware and make sure that the session is as accessible as possible. We have found from experience it is better for individuals to arrange their own in palantypist or interpreter, as they are able to identify the best person for their specific needs. If, however, you are unable to book your own, please contact nicslive@dodsgroup.com by **Wednesday 15 April**, so that the events team can make suitable provisions.

Prayer Room

The venue has a fully accessible room that delegates will be free to use for this purpose. If you would like directions to the room on the day, please ask a volunteer.

Equipment Hire

Wheelchairs are available free of charge to use within the venue. The number of wheelchairs is limited, so if you've got your own, we ask for you to please bring it with you.

Scooters are available from Shop-mobility. We recommend you contact Shop mobility directly in advance with your requirements. Their contact telephone number is 028 808090 Monday – Friday.

If you have any other queries or concerns about NICS Live and the accessibility of the venue, please do not hesitate to contact us, by emailing nicslive@dodsgroup.com or calling the team on 020 7593 5711.