

# Joining Instructions



**ENGINEERING THE FUTURE  
OF UNIVERSITY ESTATES**

**AUE ANNUAL CONFERENCE 2026 | 9–10 SEPTEMBER**

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## CONFERENCE APP



To make the most of your conference experience, we recommend downloading the conference app, Guidebook, before you arrive. The app provides access to the latest event information, including the conference programme, session details, speaker biographies and sponsor information.

To download the Guidebook app, simply scan the QR code and install it from your device's app store.

After installing Guidebook on your device, open the app and select **Passphrase** in the bottom right-hand corner. In the **Enter passphrase** box, type **AUE2026**, then select **Continue** and click **Download**.



## LOCATION

The AUE Annual Conference 2026 is taking place at the University of Leeds. This guide contains everything you need to know before attending the AUE Annual Conference 2026.

If you have booked accommodation through the conference organisers, you will be staying in **Charles Morris Hall**, the University's on-site student accommodation.

The conference will take place across the following locations:

- **Delegate Registration:** Sports Hall 1, The Edge
- **Delegate Accommodation and Check-in:** Charles Morris Hall
- **Retiree and Spouse Accommodation and Check-in:** Charles Morris Hall
- **Breakfast:** The Refectory, University of Leeds
- **Conference Plenary Room:** Conference Auditorium 2
- **Workshop Sessions:** Nexus
- **Exhibition Space and Daytime Catering Facilities:** Sports Hall 1, The Edge
- **Welcome Dinner Drinks Reception:** Sports Hall 1, The Edge



- **Welcome Dinner:** Sports Hall 2, The Edge
- **Gala Drinks Reception:** Terrace, University of Leeds
- **Gala Dinner:** The Refectory, University of Leeds
- **Late Bar (Wednesday & Thursday):** Terrace, University of Leeds



## GETTING THERE

### VENUE ADDRESS

The Edge, University of Leeds  
Willow Terrace Road  
Woodhouse  
Leeds  
LS2 9JT

### ACCOMMODATION ADDRESS

Charles Morris Hall Student Accommodation  
Mount Preston Street  
Leeds  
LS2 9JP

This year's conference is being held at the **University of Leeds**. The University of Leeds is easily accessible by road, rail and air. Details of how to reach the venue are provided below.



## BY RAIL

Leeds Railway Station connects Leeds with all major UK cities. For train information and timetables visit the [National Rail Enquiries website](#).

Walking to the University campus from Leeds Railway Station takes around 20 minutes.



## BY AIR

The University of Leeds is accessible from all major airports in the UK. The campus can be easily reached by public transport from Leeds Bradford Airport, and other airports via connecting services.



Please note that delegates are responsible for arranging their own onward travel from the airport to the conference venue.



## BY CAR

The postcode for the university campus is **LS2 9JT**.

You can use the postcode with route planning services like [Google Maps](#), or with your sat nav to find your way to the university campus.

## PARKING

**Parking on campus is extremely limited**, we would recommend parking at one of the nearby car parks listed below. If you do choose to park on campus, [on-site parking](#) is available at Orange Zone Car Park, Vernon Rd, Woodhouse, Leeds LS2 3AE.

To park on campus, you will need to enter the appropriate parking code. The code authorises your parking and applies the discounted parking rate. Payment for both options is by card or contactless only. Receipts are issued electronically and sent to the driver's email address.

### Day parking code: 432372 (enter on departure)

- Valid for stays of up to 24 hours.
- Discounted rate: £7 per day (a parking day is defined as 00:00–23:59)

### Overnight parking code: 909178 (enter on arrival)

- Select the number of days you wish to park (1–5 days).
- A parking day is defined as 00:00–23:59.

### Recommended Nearby Car Parks

#### Woodhouse Lane Car Park

0.3 miles to the University (walking)

0.7 miles to the University (driving)

Sat Nav: LS2 3AX

what3words: [///loads.gift.answer](#)

Opening times: 24 Hours

Height restriction 2m

#### Rose Bowl (Underground Car Park)

0.3 miles to the University (walking and driving)

Sat Nav: LS1 3HB

what3words: [///begun.pits.farmer](#)

Opening times: 24 Hours

Height restriction 2.10m



## BY TAXI

If you require a taxi, the recommended companies to use are:

**Central Cars** - 0113 270 0700

**Veezu Holbeck** - 0113 269 1558



## COMPLIMENTARY SHUTTLE SERVICE

Complimentary shuttle services will be provided throughout the conference. Please see the full schedule below.

This year we have decided to use what3words as a trusted direction tool. Please note, you do not need to download the what3words app to use this tool, simply click on the links below and you will see a map directing you to the exact location where the shuttles will be waiting.

| Shuttle Date                        | Collection Point                                                                                                                                 | Drop Off Point                                                                                                                                   | Departure Time                        |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Wednesday 9 <sup>th</sup> September | Wetherspoons, North Concourse, Train Station, Leeds, LS1 4DY<br><a href="https://www.what3words.com////fetch.swear.mugs">///fetch.swear.mugs</a> | The Edge, University of Leeds, LS2 9DA<br><a href="https://www.what3words.com////test.goad.chats">///test.goad.chats</a>                         | Shuttle service between 10:30 – 12:00 |
| Friday 11 <sup>th</sup> September   | Charles Morris Hall, University of Leeds, LS2 9JP<br><a href="https://www.what3words.com////epic.give.long">///epic.give.long</a>                | Wetherspoons, North Concourse, Train Station, Leeds, LS1 4DY<br><a href="https://www.what3words.com////fetch.swear.mugs">///fetch.swear.mugs</a> | Shuttle service between 07:30 – 10:00 |

Where possible, we encourage delegates to travel using the most sustainable transport options available.



## REGISTRATION

### CONFERENCE REGISTRATION

Throughout the conference, the registration desk will be located in Sports Hall 1, The Edge.

Opening times are as follows:

- Wednesday 9<sup>th</sup> September: 11:00 – 16:30
- Thursday 10<sup>th</sup> September: 08:30 – 16:30



Upon arrival, delegates should register at Sports Hall 1, The Edge, where they will receive their conference badge and (if requested) a printed conference brochure. **Please wear your badge at all times throughout the conference.**

## ACCOMMODATION

**Full Conference packages have Wednesday and Thursday night accommodation included, if selected. All other ticket types needed to book this an extra. If you are unsure what you have booked, please email [monique@yourvision-events.com](mailto:monique@yourvision-events.com).**

Delegate accommodation is located on campus at Charles Morris Hall, approximately a six-minute walk from the conference venue. Check-in and key collection will take place at Charles Morris Hall Reception. Check-in is available from 15:30 on your day of arrival, and reception is staffed 24 hours a day. Check-out is at 10:00. Please return your room key to the Charles Morris Hall Reception desk before you leave.

Each room includes an en-suite bathroom, small double bed, wardrobe, toiletries, towels, and tea and coffee-making facilities. **Please note that guests will not have access to the shared kitchen facilities within the hall.**

Breakfast is included within your accommodation package and will be served in The Refectory, approximately a six-minute walk from Charles Morris Hall. Breakfast will be available from 07:30–09:00 on Thursday and Friday. If you have booked an additional night's stay on Tuesday, breakfast will also be available to you on Wednesday morning from 08:00–09:00. **Breakfast vouchers will be issued at check-in. Please bring your voucher with you each morning, as it will be required for entry to the breakfast service.**

## LEISURE FACILITIES

During your time on campus, you will have access to the university's on-site sports centre, with a swimming pool, sauna, steam room and large fitness suite. The sports centre is located in The Edge.

You do not need to pre-book to use the gym or the swimming pool, please visit The Edge reception desk and show your room key to reception to gain access. If you plan to swim, please [click here](#) to check the timetable before visiting to confirm availability. Delegates can also book exercise classes through The Edge reception desk.

## CONFERENCE PROGRAMME

The conference programme is attached to this email and is also available in the Guidebook app. Please note that delegates are free to attend sessions, or spend time in the exhibition, as they wish.

## DRESS CODE

Conference: Business Dress

Wednesday Welcome Dinner: Informal/Business Dress

Thursday Gala Dinner: Business Dress/Smart



## AGM

This year the AGM will be taking place on Thursday 10<sup>th</sup> September at 09:30–10:15. Please note, all members have the right to attend the AGM and vote, this is not just for the executive committee. **We strongly encourage all members to attend.**

## REFRESHMENTS AND MEALS

If you have any dietary or accessibility requirements that you have not yet advised us of, please contact us as soon as possible at [monique@yourvision-events.com](mailto:monique@yourvision-events.com).

### LUNCH AND CONFERENCE REFRESHMENTS

Lunch and refreshments will be served in the exhibition area within Sports Hall 1, allowing delegates to network with exhibitors throughout the day.

On Wednesday 9<sup>th</sup> September, lunch will be available from 13:10–14:10, followed by a refreshment break from 14:55–15:25.

On Thursday 10<sup>th</sup> September, lunch will be served from 12:25–13:45, with refreshment breaks from 10:15–10:45 and 14:30–15:00.

### DINNERS

On Wednesday 9<sup>th</sup> September the Welcome Dinner Drinks Reception will be held at Sports Hall 1, The Edge from 18:00 onwards. Following this, the Welcome Dinner will be held in Sports Hall 2, The Edge. A late bar will be available in the Terrace, with last orders at 23:30.

On Thursday 10<sup>th</sup> September, the Gala Dinner Drinks Reception will take place between 18:30–19:30 at the Terrace, followed by dinner at The Refectory. There will be a late bar located at the Terrace, available for those wishing to continue their night, with last orders at 23:30.

### TUESDAY DINNER

If you are arriving on Tuesday 8<sup>th</sup> September, please note nothing has been booked on your behalf and it is your responsibility to provide your own dinner, unless you are an Executive member or Conference Steering Group member.





## CHARITY

This year, AUE is proud to support [The Rob Burrow Centre for Motor Neurone Disease](#). The Rob Burrow Centre for Motor Neurone Disease Appeal, part of Leeds Hospitals Charity, is raising funds to support people living with Motor Neurone Disease (MND) and their families across Yorkshire and beyond. The specialist centre was inspired by the vision and determination of Rob Burrow CBE and provides expert care, support and research opportunities for those affected by MND. Funds raised help enhance patient care, support pioneering research and ensure families receive the very best support throughout their journey.

There will be a game of “Heads or Tails?” played on Thursday evening at the start of the Gala Dinner. It will cost £10 per person to play, with all proceeds donated to the charity. Payment can be made in cash on the evening or by presenting proof of an online donation. If you would like to find out more about the charity or make a donation online, simply scan the QR code below.



## AREAS OF INTEREST & NETWORKING

This year, we’re introducing Areas of Interest to help make networking at the conference more targeted, relevant and valuable for both delegates and exhibitors.

When registering, delegates have been asked to select the areas most relevant to them:

- Building Services
- Controls
- Electrical
- Mechanical
- Sustainability
- Other

We’ll be using this information throughout the event to help you find the people and suppliers most relevant to your interests.

### HOW IT WILL WORK

- Delegate badges will display your selected Areas of Interest, making it easier to identify and connect with others who share similar interests.
- A colour-coded exhibition plan will help you quickly identify which exhibitors are most relevant to you.



- Exhibitors will also have the option to display their Areas of Interest on their stands.
- At the Welcome Dinner, we'll introduce a "Find Your Match" networking activity, with designated areas for each category so delegates and exhibitors with shared interests can connect more easily.
- The aim is to make networking feel more purposeful and to help you identify relevant contacts, suppliers and potential connections throughout the conference.

We encourage you to make use of the Areas of Interest system and explore the exhibition, introduce yourself to your matches and make the most of the networking opportunities available.

## EXHIBITION QUIZ

Win a £500 voucher! Visit at least 10 exhibitor stands, find the answers to their questions and record them in your Exhibitor Quiz for your chance to win! Completed quizzes must be returned to the conference registration desk by 14:45 on Thursday 10<sup>th</sup> September to be entered into the prize draw. The winner will be announced during the final plenary.

## SCHNEIDER ELECTRIC INNOVATION HUB TOUR

An optional tour will take place on Friday 11 September, from 09:30–12:30, at the [Schneider Electric Innovation Hub](#) in Leeds. For those who have registered their interest in attending, transportation will be provided from Charles Morris Hall to Schneider Electric at 09:10 on Friday 11 September.

If you are interested in attending and haven't booked on, please email [monique@yourvision-events.com](mailto:monique@yourvision-events.com).



### WI-FI

For existing university staff, you can connect via Eduroam Wi-Fi, which enables students and staff to get a secure internet connection across the campus and other participating institutions.

Delegates without Eduroam access may connect using the University's Guest Wi-Fi. Please speak to the registration or accommodation team for login details.



### SUSTAINABILITY

The merchandise and printed documents for this year's conference have been carefully chosen to ensure we are being as green as possible. We have ensured that any merchandise we have ordered can be reused and the materials are recycled, minimal paper giveaways and encouraging attendees to use our online app, we have reduced single use plastics throughout conference, promoted the use of our water fountains and used local suppliers where feasibly possible.

University of Leeds aims to embed sustainability across all operations, creating positive social, environmental, and economic impact both locally and globally. The University is guided by the UN Sustainable Development Goals (SDGs)



and integrates sustainability into teaching, research, events, and catering. Initiatives include reducing waste, promoting ethical and low-carbon food, supporting biodiversity, and engaging staff, students, and the community in sustainable action. [Click here](#) for more information about sustainability at Leeds University. If you would like a copy of the full sustainability strategy, please contact: [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk)



## TERMS AND CONDITIONS

Please see the links below for the Event Terms and Conditions and Privacy Policy.

[EVENT TERMS AND CONDITIONS](#)  
[PRIVACY POLICY](#)



## CONTACT US

The YourVision Events team is here to help. If you have any questions prior to the event, please contact Monique on 07851 545 037 or email [monique@yourvision-events.com](mailto:monique@yourvision-events.com).

During the conference, the event team will be available on the following numbers:

**Monique Ojong:** 07851 545 037

**Mia Noburn:** 07934 917 861

***We look forward to welcoming you to the conference!***



## CONFERENCE MAP

### Conference Venue Key

#### **A** The Edge

The following items take place in **Sports Hall 1** (The Edge):

- Delegate Registration
- Exhibition Space
- Daytime Catering Facilities
- Welcome Drinks Reception

The following items take place in **Sports Hall 2** (The Edge):

- Welcome Dinner

#### **B** Conference Auditorium 2

- Conference Plenary Room

#### **C** Orange Zone Car Park

- Onsite Parking

#### **D** Nexus

- Workshop Sessions

#### **E** Charles Morris Hall

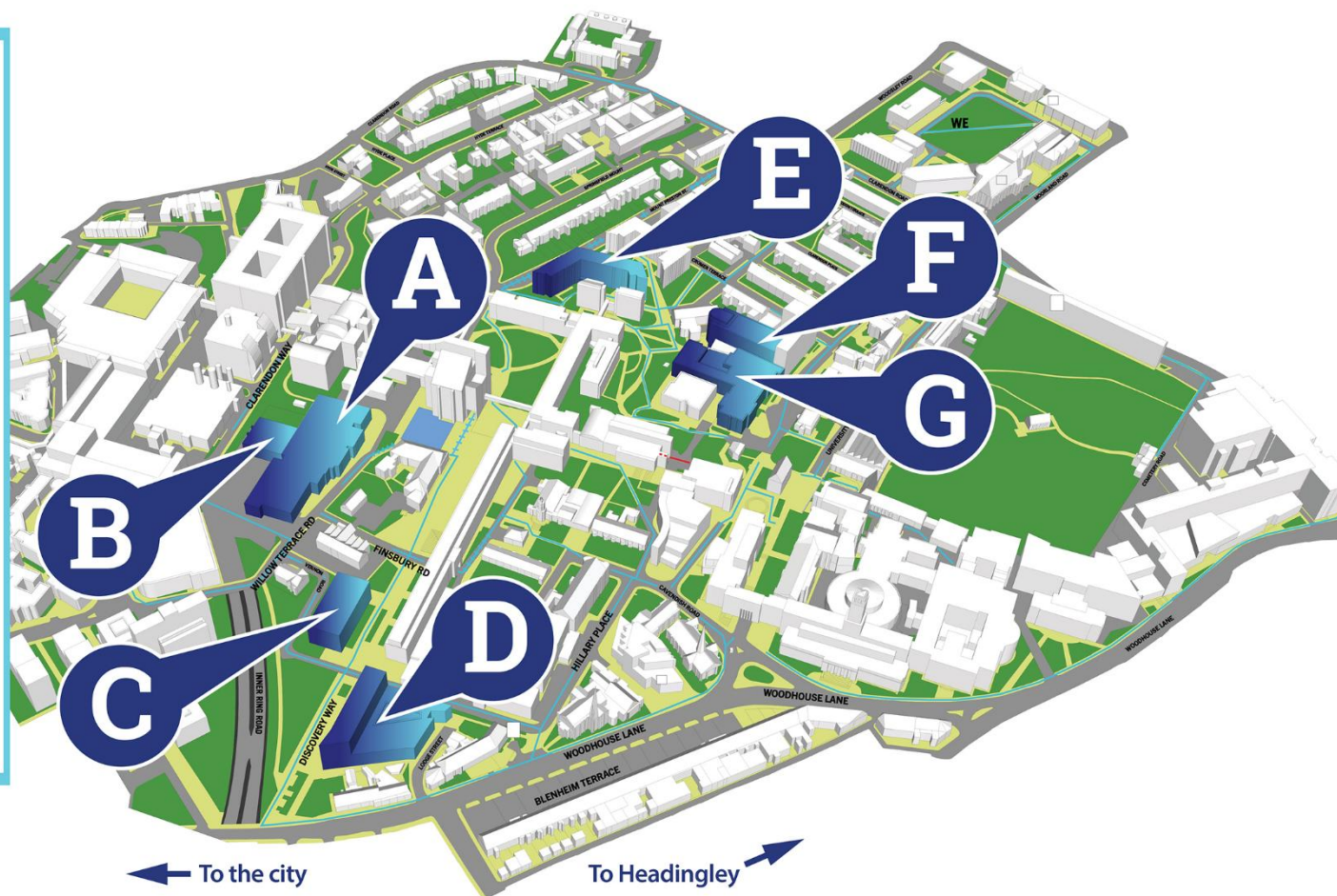
- Accommodation and Check-in

#### **F** The Refectory

- Breakfast
- Gala Dinner

#### **G** Terrace

- Gala Drinks Reception
- Late Bar (Wednesday & Thursday)

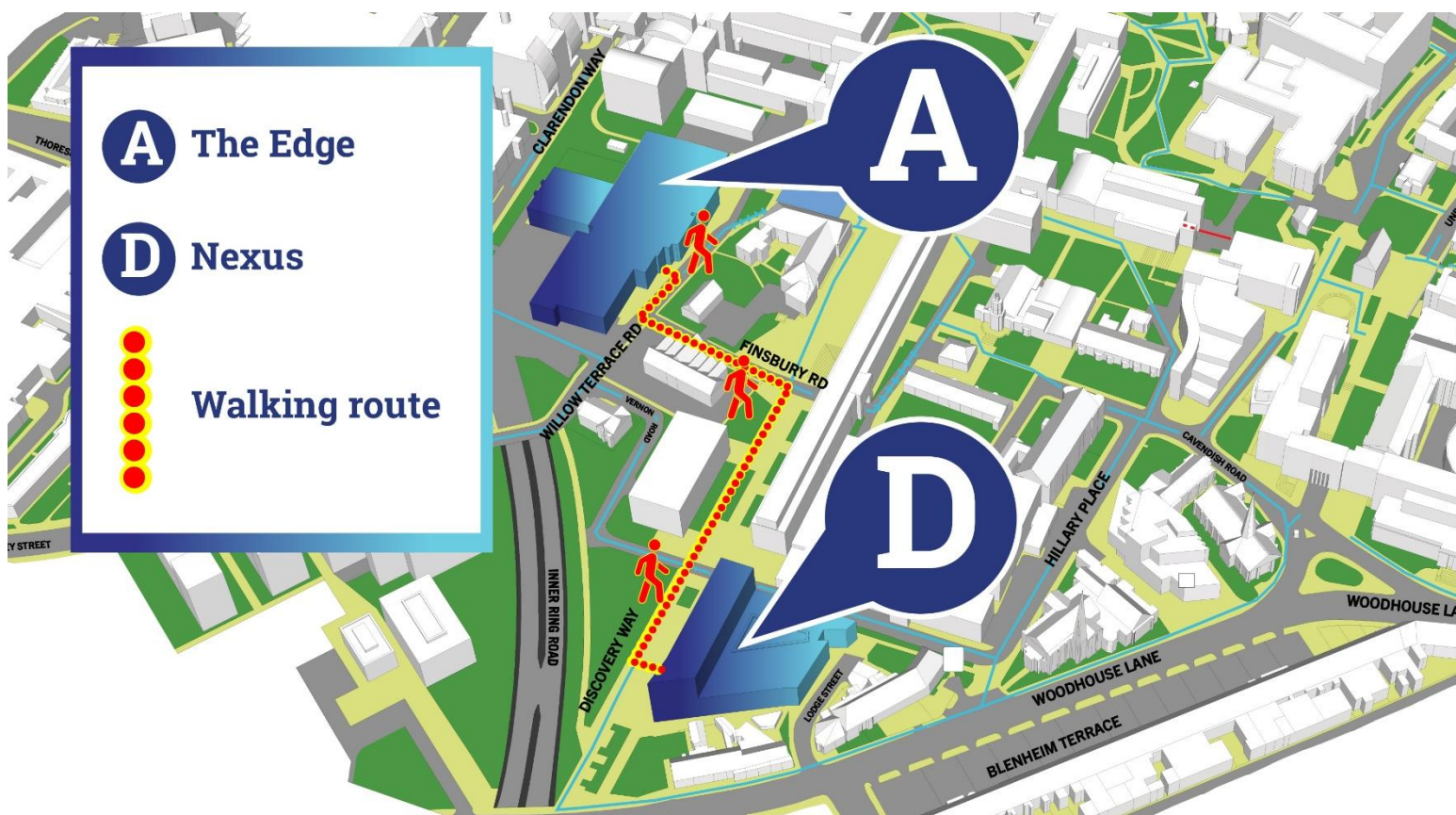




## WALKING MAP

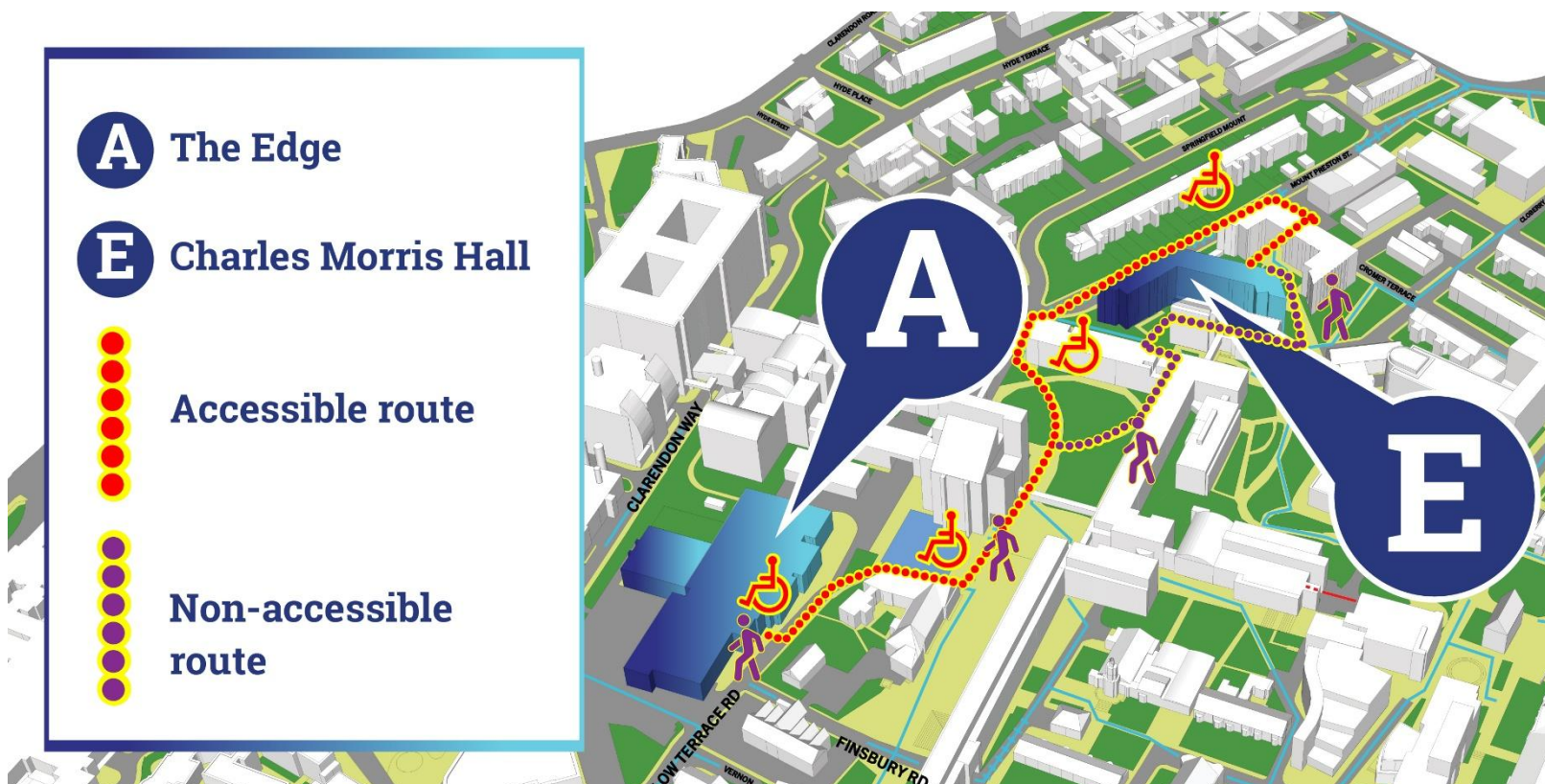
### THE EDGE TO NEXUS

To reach Nexus from the exhibition, leave through the side entrance and walk east along Willow Terrace Road. Cross the road and turn left onto Finsbury Road. Continue towards Vernon Road, then follow the path down. Nexus will be located on your left.



### THE EDGE TO CHARLES MORRIS HALL

To reach Charles Morris Hall from the exhibition, please follow the map below. Please note that if you turn right in the green space (Chancellors Court), the route is not accessible due to a set of stairs. For an accessible route, turn left instead and continue along the designated **red** path shown on the map.



### CHARLES MORRIS HALL TO THE REFECTORY

To reach The Refectory from Charles Morris Hall, please follow the route shown below. You can either use the stairs or take the lift located at the back of the Students' Union building. This route allows you to cut through the Student Union to The Refectory.

