**PPIE Celebration Event Access Statement:**

**Thursday 10th July 2025**

Page 1 – all attendees

Page 2 – in person attendees

Page 7 – online attendees

# **All attendees**

The event celebrates Patient and Public Involvement and Engagement (PPIE) within the Faculty. This year’s theme ‘**Moving Forwards: Inclusivity and Diversity in PPIE’,** will explore the importance of and celebrate diversity and inclusion in our PPIE in FBMH.

The event will feature three keynote speakers and a group activity. Content warnings will be given if required. We do appreciate that some attendees may share their own personal experiences when it comes to inclusivity and diversity which may result in them becoming upset in any way. In case any support is needed, there is a [distress protocol](http://documents.manchester.ac.uk/display.aspx?DocID=46877) plus [Help Services for Everyone](https://urldefense.com/v3/__https%3A/view.officeapps.live.com/op/view.aspx?src=https*3A*2F*2Fdocuments.manchester.ac.uk*2Fdisplay.aspx*3FDocID*3D46244&wdOrigin=BROWSELINK__;JSUlJSUl!!PDiH4ENfjr2_Jw!CcOeeK95JbgUNu2Xo5iATQS0kytSoQSCHveIPyWuouOSmVcIUP_Z_Z6VbdVfoDFI6DSELY_8i8soxbD5GK_eNeIjo-nJupGLpA$).

You can leave the event and rejoin at any time. We will also schedule a comfort break partway.

**Activity:**
There will be an interactive aspect of the event where attendees will be asked to provide comments on ‘Ensuring inclusivity and diversity in PPIE’. If you do not wish to take part, please let a member of the event team know.

**The event:**

The event will **commence promptly at 1pm** and will take place in person at the Core Technology Facility and online via Zoom (details below). Lunch will be provided from 12.15pm for attendees joining us in person.

Programme:

* Lunch and registration
* Event start
* Welcome address
* Guest speakers
* Interactive discussion activity
* Outstanding contribution to PPIE awards
* Closing remarks

We will also have a comfort break partway through.

Further information is provided below.

Should you have any specific requirements, accessibility needs or other specific requests and haven’t previously informed us then please contact srbmh@manchester.ac.uk as soon as possible.

# **In person attendees**

# **Wayfinding: Map and Directions**

The **Core Technology Facility** is located on the corner of Grafton Street and Upper Brook Street at the following address:

* 46 Grafton Street, M13 9WU
* Campus [Map](https://www.manchester.ac.uk/discover/maps/interactive-map/?id=82)
* You are able to see images of the building and additional information on [AccessAble.](https://www.accessable.co.uk/the-university-of-manchester/access-guides/core-technology-facility)

The building is open from 9am on the day of the event. Though, registration for the event does not begin until 12:15pm.

Room Location and further information

* The event will be held in the Dalton room on the ground floor, with lunch being provided just outside the room in the foyer area.
* The Dalton room is located just past the building reception desk. Staff will be on hand at the registration desk for the event outside the room, should any further assistance be required.
* This room can be accessed by all staff/students/public.
* The room will be set up in cabaret style (tables and chairs). There is one main projector screen where the slides will be projected. The room has floor to ceiling windows looking out onto the main room. Electrical lighting is provided.
* You can access the room via two doors on either side of the screen.
* Media services will be supporting the event and will have equipment including wires, these will be taped down and mostly near the furthest entrance. Please be careful when moving around the room

# **Accessing the Venue**

Public contributors can receive up to £10 towards travel costs, either via cash or a BACS payment. Please find Sam at the end of the event or contact srbmh@manchester.ac.uk.

## **Public Transport**

The venue is easily accessible by public transport. To find out more about how to get to campus, visit our [Maps and travel](https://www.manchester.ac.uk/discover/maps/) website.

## **Parking**

Public parking is not available at the venue, but there is a variety of car parks near to it.

- [Aquatics / Booth Street East (Car Park B)](https://www.estates.manchester.ac.uk/services/operationalservices/carparking/#CARPARKB)- [Booth Street West (Car Park D)](https://www.estates.manchester.ac.uk/services/operationalservices/carparking/#CARPARKD)- [Cecil Street (Car Park E)](https://www.estates.manchester.ac.uk/services/operationalservices/carparking/#CARPARKE)

[Information regarding car parking can be found on our website.](https://www.estates.manchester.ac.uk/services/operationalservices/carparking/)

If you require blue badge parking, then there are a few spaces available at the venue. Please contact srbmh@manchester.ac.uk if you require one of these spaces.

If you require to be dropped off at the building entrance, please buzz the barrier gate and access will be arranged to the drop off point outside.

## **Active Travel / Biking**

There are cycle racks just outside the entrance to the venue, these are on a first come first serve basis. [See more about bike racks across campus.](https://www.estates.manchester.ac.uk/services/operationalservices/carparking/cycleshelters/)

# **Dress Code**

There is no formal dress code for the PPIE Celebration. We welcome all kinds of dress/clothes and encourage you to wear what you will be most comfortable in.

There will be attendees from staff, public and student cohorts – from entry level positions to senior leadership. It is likely that there will be some attendees in formal attire (e.g. suit / blazer), however this is not expected of attendees.

# **Photography & Videography**

Photography will be taken throughout the event. Attendees will not be photographed until after they have registered. Please let the team at the registration desk know if you do not want to be included in photos.

# **Things to Bring**

No equipment is required; however, you may benefit from bringing the following items:

* A device (laptop, mobile device, iPad, etc.)
* A pen / pencil / stationery of your choice
* A notebook / paper
* Reusable water bottle

# **Wi-Fi Access**

**For staff and students:** Wi-Fi access is available through Eduroam as normal. [Learn more about joining Wi-Fi through Eduroam](https://www.itservices.manchester.ac.uk/wireless/eduroam/).

**For guests,** access to Wi-Fi is available through the University’s guest Wi-Fi. This is named “UoM Guest”. You may need your mobile phone, email, or Facebook account to authenticate your connection.

# **Quiet Spaces**

You can leave the meeting room at any time during the event if you so wish. There is a quiet space available at the end of the corridor or seating available near the reception desk.

# **Breastfeeding, Chestfeeding, & Expressing**

If you require a room for breastfeeding, chestfeeding and expressing, please speak to a member of the event team at the registration desk.

# **Catering & Dietary Requirements**

Lunch will be provided for attendees joining us in person before the event starts from 12.15pm. If you have any dietary requirements (vegetarians and vegans will automatically be catered for), please contact srbmh@manchester.ac.uk as soon as possible. Cutlery will be available for lunch.

There is a water fountain located opposite the room, and we would encourage you to bring your own reusable water bottle.

## **Other Food / Shops**

* Morrisons is located approximately three minutes’ walk off Grafton Street.
* Sainsbury’s Local is located approximately four minutes’ walk on Oxford Road.
* There is an array of fast-food takeaways and restaurants along Oxford Road, too.

# **Bathroom Facilities**

There are female and male toilet facilities located just past the Dalton room, close to where the event will be taking place. They are approximately 35 metres from the main entrance.

There is one accessible toilet available on the ground floor, located to the left of the main reception within the lift and stairs foyer. This accessible toilet is approximately 9 metres from the main entrance.

These bathrooms are single-stall and lockable. The accessible toilets have an emergency alarm that hangs to the floor.

Access to this toilet is restricted, so please let a member of the event team know if you require access.

More information can be found via [AccessAble.](https://www.accessable.co.uk/venues/core-technology-facility#ef93987f-db63-409c-bfba-a5e8ab75e3d4)

# **Prayer Room Facilities**

**Manchester Museum, Oxford Road.** Prayer Room facilities located within the Museum on Floor 1 next to the Living Worlds Gallery. More information can be found [on their website](https://www.museum.manchester.ac.uk/visit-us/prayer-room/#:~:text=It%20has%20been%20co%2Ddesigned,covers%20and%20a%20shoe%20rack.).

If you require a quiet room for prayer at the venue, please let a member of the event team know.

# **Presentation & Activities**

Speakers and facilitators of our workshop session have been briefed on the following accessibility guidelines for their presentations / activities:

* Reduce the use of mobility-necessary activities.
* Size 24 font and above for slides.
* 1.0 spacing; use Paragraph formatting rather than return key.
* Sans serif fonts (e.g., Calibri, Helvetica, Arial); end items / sentences on full stop.
* Plain non-textured backgrounds.
* Leave room for captions.
* Images have alt text descriptions

**Group activity**

There will be an interactive aspect of the event where attendees will be asked to provide comments on ‘Ensuring inclusivity and diversity in PPIE’. We would like to create a resource detailing tips on how we can be inclusive and diverse in our PPIE.

For this, you will work together on your table which will be facilitated by an attendee. If you do not wish to take part, please let a member of the event team know.

# **Further Accessibility Information (Elevators & More)**

[Check out AccessAble’s guide to Core Technology Facility.](https://www.accessable.co.uk/venues/core-technology-facility)

Contact a member of The Social Responsibility and Public Engagement Team for any further queries: srbmh@manchester.ac.uk

**Online attendees**

**Accessing the event:**

If you are joining us remotely, the event will take place on Zoom. For more information about Zoom, [visit their website](https://zoom.us/) or read our helpful [zoom guide](http://documents.manchester.ac.uk/display.aspx?DocID=49774).

To join the event please either click on the following registration link: <https://zoom.us/j/91297288643> or type in the meeting ID (9129 7288 643) onto Zoom’s website: <https://zoom.us/join>

**Please note:** you do not need to be a registered user on Zoom to access this meeting, however you will need to ensure that your Zoom app is up to date.

We recommend that you sign on a few minutes before the event and use the following settings:

* Mute your microphone until the group discussion time (you will be automatically muted)
* Use the name you have registered with
* Switch off your camera if you don’t want other attendees to see you
* Use ‘speaker view’ when watching the meeting
* Ask questions and interact with other attendees using the chat function

You will enter a waiting room and will be let into the main event room just before we are about to start.

**Interactive activity**

There will be an interactive aspect of the event where attendees will be asked to provide comments on ‘Ensuring inclusivity and diversity in PPIE’. We would like to create a resource detailing tips on how we can be inclusive and diverse in our PPIE.

For this, you will be put into a breakout room which will be facilitated by an attendee. If you do not wish to take part, please let a member of the event team know via the chat.

# **Presentation & Activities**

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* Size 24 font and above for slides.
* 1.0 spacing; use Paragraph formatting rather than return key.
* Sans serif fonts (e.g., Calibri, Helvetica, Arial);
* Plain non-textured backgrounds.
* Leave room for captions.
* Images have alt text descriptions