

TLP Governance Conference

14 June 2025

Frequently Asked Questions

1. *Where is the conference being held, and is there car parking?*

The conference will be held at the Crewe University Technical College (UTC). This is one of the secondary schools in the Trust. The UTC is located on West Street in Crewe.

There is ample carparking, with around 100 spaces available. The Car Park can be accessed via Meredith Street, which runs parallel to West Street. When using a **satnav**, then please use postcode **CW1 2NU**

2. *What time does it start and finish?*

Conference registration opens at 09:00. The first session will start at 9:20.

The conference is scheduled to finish at 13:00, at which time a light lunch will be available. We kindly ask all delegates to leave the building by 13:30.

3. *Where can I find the conference programme?*

A copy of the conference programme can be accessed from GovernorHub, under the resources section here

<https://app.governorhub.com/document/683f0e166fa037bb2bcba544/view>

A copy of the programme will be included in the registration pack.

4. *What workshop sessions will I be allocated and where can I find out about these?*

Your registration pack and lanyard will include details on all the workshops that you have been assigned. In the vast majority of cases we have been able to accommodate the preferences that you indicated on your registration form. You will collect the registration pack from reception on arrival.

5. *Will there be any seating plans?*

This year there will not be any seating plans. However, we will allocate you to specific workshops and, due to room size and delegate numbers, we ask that you do not switch sessions without agreement due to the space limitations.

6. *What is the dress code for the day?*

We have not put in place a dress code for the event. We want you to be smart but relaxed and comfortable. The format of the event means that for most of the time you will be seated in a classroom space or will be standing/seated in the foyer/canteen environment.

7. *Will there be a need for me to bring a laptop/IT equipment?*

No. There will be no need for you to bring any IT equipment. We will share any slides or resources with delegates after the event. The delegate registration pack will include a pen and loose paper.

8. *What happens if my plans change and I am unable to attend?*

We understand that events happen which mean that you are unable to attend. If you are able to let us know by email ahowells@tlptrust.com then this would be appreciated.

9. *Can I attend for only part of the conference?*

TLP Governance Conference

14 June 2025

We encourage delegates to attend the whole event. However, we understand that this might not be possible in all cases, in which case please attend the sessions that you are able. If you are likely to be arriving late for registration, then, if possible, please let us know in advance by emailing ahowells@tlptrust.com before noon on Friday 13th June.

10. Will there be catering and refreshments?

Yes. There will be refreshments (tea, coffee, water) on arrival and again at the mid-morning break. A light sandwich style lunch will be available at the end of conference.

11. How do I let you know of any dietary requirements?

We collected this information from you when you completed your registration form. However, if you need to let us know, then please email ahowells@tlptrust.com

12. Is the building accessible?

Yes. Nearly all the room that we are using will be held on the ground floor. Toilets are available on all floors. The building includes a lift which can provide access to the upper floors, if needed. Registration and catering will be in the reception and foyer areas of the ground floor. A ramp access links the building to the carpark.

13. Will there be an opportunity to provide comments or feedback?

We value feedback on the event in order to improve future events. An online feedback form can be accessed here. <https://forms.office.com/e/TYHBnqaiYP>. We are also happy to take feedback via email (ahowells@tlptrust.com), or verbally on the day. The delegate pack will include feedback forms.

14. Will you share conference materials and presentations?

Yes. All the information relating to the conference will be saved on Governorhub. There is a dedicated section within the Resources tab which can be accessed from here <https://app.governorhub.com/s/thelearningpartnership/resources/675b04cb88980cd6e419774d>

15. Where can I find the conference feedback form?

An online feedback form can be access here. <https://forms.office.com/e/TYHBnqaiYP>.

Last updated on 3rd June 2025