



WiT26

ATTENDEE HANDBOOK

Monica Sangha

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Venue information – Conference

- **Venue name:** Crowne Plaza Newcastle – Stephenson Quarter
- **Address:** Forth Street, NE1 3SA
- **what3words:** /// bits.shows.grain

Venue information – Delegate accommodation

- **Hotel name:** Crowne Plaza Newcastle – Stephenson Quarter
- **Address:** Forth Street, NE1 3SA
- **what3words:** /// bits.shows.grain
- **Check-in:** 15:00
- **Check-out:** 11:00

Getting there

By train:

■ **Nearest train station:** Newcastle Central station is a 7-minute walk. Here is a video of the walk from the station to the venue:

<https://youtu.be/2v9WkcbuTxs?si=utDR20hf1Bp7QLZA>

■ Newcastle Metro Station is also a 7-minute walk. Take the yellow line towards St James until Central Station. You can use this website to plan your journey and get live updates: <https://www.nexus.org.uk/metro>

By bus:

■ The QuayCity Loop bus runs frequently and stops at Forth Banks / Stephenson Quarter which is a 2-minute walk to Crowne Plaza Newcastle.

By air:

- Newcastle International Airport offer convenient access to the city
- A taxi from the airport to Crowne Plaza Newcastle will take approximately 15 - 20 minutes or can use the Metro or take a taxi from the terminal.

By taxi:

- Taxis are available outside Newcastle Central and Metro Stations, on Neville Street
- Cost of taxi is approximately £5-£9 per trip. Methods of payment available are: cash, card or contactless

By car:

From the south

■ Approach Newcastle via A1(M) northbound and continue along the A1(M) and then take the A184 to Gateshead Newcastle. Follow signs for City Centre, cross Tyne Bridge and then follow signs to Stephenson Quarter

From the north

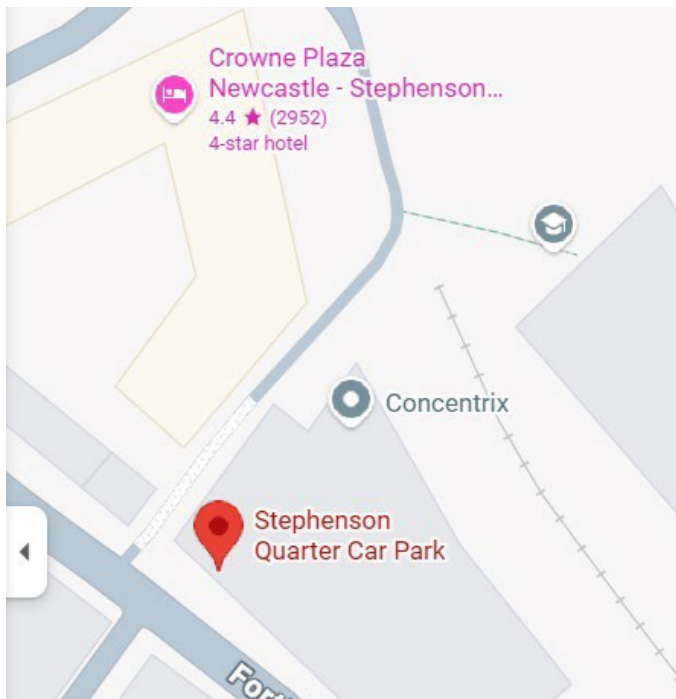
■ Take A1 southbound towards Newcastle and then exit onto A167 towards City Centre. Follow signs for Central Station and then turn onto Forth Street / Stephenson Quarter.

From the Wirral

- Join the M53 northbound and then continue onto the M56 eastbound. Then merge onto M6 northbound.
- Exit onto the M62 eastbound towards Leeds
- Continue onto the A1 northbound towards Newcastle and then exit at A184 towards Gateshead / Newcastle. Follow signs for City Centre, cross the Tyne Bridge and then follow signs for Stephenson Quarter.

Car park:

- The Stephenson Quarter multi-storey car park is located right next to the hotel with **direct access to the hotel from level 10**.
- The car park is pay by phone and operates on a fully **cashless** basis.
- Guests may make payment at the hotel reception. The overnight parking charge is **£10**



- **Car park address:** Forth Banks, NE1 3PH
- **what3words:** ///index.wool.drive
- More information about the car park can be found here: [Stephenson Quarter car park](#)

Conference Spaces – Crowne Plaza Newcastle

- The virtual tour of Crowne Plaza Newcastle is available [here](#) should you wish to familiarise yourself with the venue ahead of your arrival.

Ground floor:

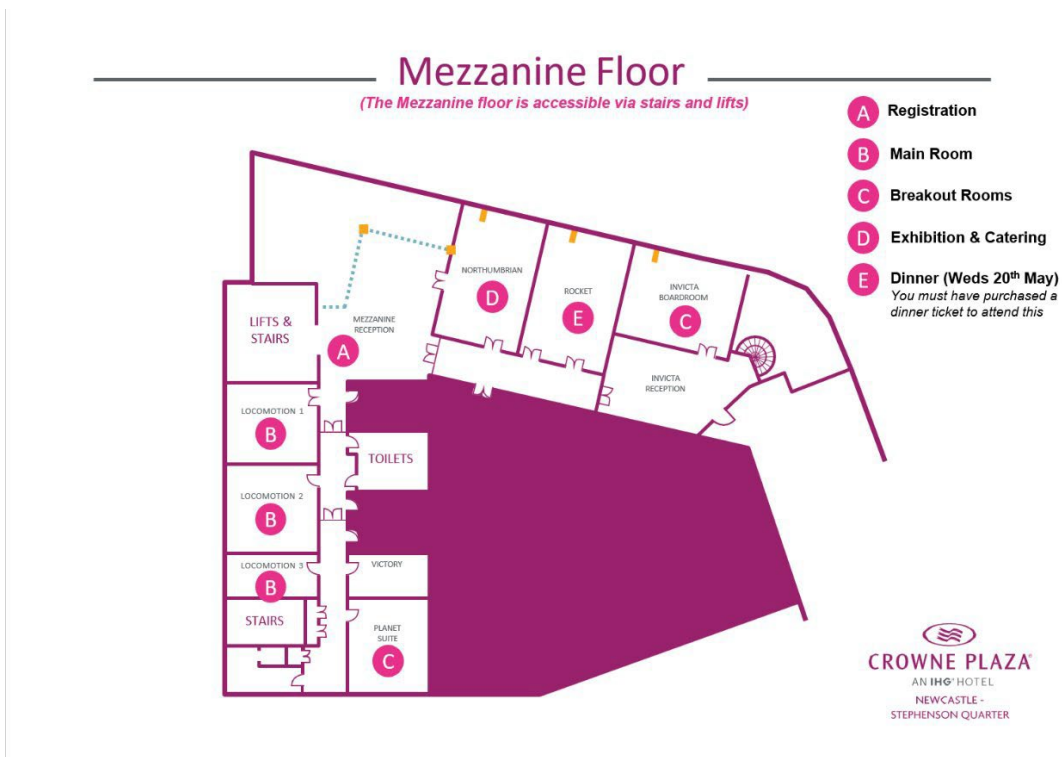
- Delegate hotel check-in

If you have booked accommodation via UCISA, you will be staying at the same venue that the conference is being held in – Crowne Plaza Newcastle.



Mezzanine floor:

- The conference, including registration, dinner (night prior), exhibition and quiet room, will all be held on the Mezzanine floor which is accessible via the lifts and stairs



UCISA Team Available On-Site

- The UCISA team is here to support you throughout the conference. The team will be wearing white colour lanyards.
- If you need any assistance or have questions, the team will be available at the registration desk on the Mezzanine floor.



Monica Sangha
Events Officer



Esther Wong
Senior Events Officer



Sian Thomas
Head of Events and
Corporate Engagement

Catering Menu

Night Prior Informal Dinner

(Wednesday 20th May)

- **Bread rolls**
 - *Gluten free options available*
 - **Starter:** Three Cheese & Onion Chutney Tart
 - *Pea shoots, sweet red peppers, balsamic glaze*
 - **Main:** Brown Ale Braised Beef
 - *Served with garlic pomme puree, maple-glazed parsnips, haricots verts, and a red wine & mushroom jus*
 - **Dessert:** Chocolate & Orange Tart
 - *Honey & orange syrup*
 - **Tea & Coffee**
 - *Decaf options available*
-

Conference (Thursday 21st May)

Morning break:

- Freshly baked white chocolate cookies (V), whole fruits, dried nuts and seeds
- Tea & coffee

Lunch buffet:

- Bombay spiced chicken thigh with basmati rice (NCGI)
- Vegetable balti with basmati rice, bombay mix, chaat masala & soya yoghurt (Ve, V)
- Bombay rice salad (Ve, V, NCGI)
- Salad bar & dressings
- Cinnamon swirl cheesecake (Ve, V, NCGI)
- Fresh fruit platter

*If you would prefer a sandwich to avoid queues, please contact us at events@ucisa.ac.uk

Afternoon break:

- Mini brownie (V), biscuits whole fruits, dried nuts and seeds
 - Tea & coffee
- **Important note:** If you have dietary requirements that you have not made Team UCISA aware of when booking on to the conference, please contact events@ucisa.ac.uk to let us know.

Conference Programme

Thursday 21st May

Time	Details	Location
08:30	<p>Coffee Morning / Mingle and Chat</p> <p><i>This is an opportunity to meet the organising committee and connect with fellow delegates ahead of the conference.</i></p> <p><i>*Please note that this is optional.</i></p>	Northumbrian, Mezzanine Floor
08:45	<p>Registration Opens</p> <p>Please visit the registration desk located in the Mezzanine breakout space to collect your name badge</p>	Mezzanine breakout area, Mezzanine Floor
	<p>Exhibition Opens</p> <p>All refreshments and lunch will be served in this area throughout the event</p>	Northumbrian, Mezzanine Floor
09:15	<p>Welcome from the Chairs</p>	Locomotion 1-3, Mezzanine Floor
09:20	<p>Ice Breaker Activity</p> <p>A fun, informal activity to help delegates get to know each other better!</p> <p><u><i>*Please note that this will be an interactive session.</i></u></p>	Locomotion 1-3, Mezzanine Floor
09:30	<p>Welcome from our Sponsor</p> <p>PACT Solutions</p>	Locomotion 1-3, Mezzanine Floor
09:35	<p>Opening Keynote by Monica Jones, Chief Data Officer, University of Leeds</p> <p>Top Tips for Data Driven Career Growth</p>	Locomotion 1-3, Mezzanine Floor

10:05	Quiet Leader: When They Want You To Be Loud – And You're Not	Locomotion 1-3, Mezzanine Floor
10:25	Allies in Action (Panel Session)	Locomotion 1-3, Mezzanine Floor
10:55	Refreshment break Served in the exhibition area.	Northumbrian, Mezzanine Floor
11:20	Primary Sponsor Session – PACT Solutions Purpose, Values, and the Path You Choose	Locomotion 1-3, Mezzanine Floor
11:50	Travel time to breakout sessions	
11:55	Breakout sessions:	
	Copilot adoption at the UoP: Demonstrating practical patterns, saving our people time and improving focus in their day to day	Locomotion 1-3, Mezzanine Floor
	How do you solve a problem like profiles? Co-designing an inclusive staff profile solution	Invicta, Mezzanine Floor
12:15	Travel time back to main room	
12:20	The Tech Thread: Navigating Your Unique Path and Inspiring Others	Locomotion 1-3, Mezzanine Floor
12:40	The Not-So IT Crowd: Unexpected Routes into Technology	Locomotion 1-3, Mezzanine Floor
13:00	Setting the Scene: Insights from the UCISA Women in Tech Survey 2025	Locomotion 1-3, Mezzanine Floor
13:05	Lunch and networking Served in the exhibition area.	Northumbrian, Mezzanine Floor

14:05	Teams Build Dreams! – Collaboration and Teamwork Skills for Success & Impact (Workshop) <i><u>*Please note that this will be an interactive session.</u></i>	Locomotion 1-3, Mezzanine Floor
14:50	Travel time to breakout sessions	
14:55	Breakout sessions:	
	Leading and Communicating Complex Change	Locomotion 1-3, Mezzanine Floor
	How not to be the expert	Invicta, Mezzanine Floor
	From Billboards to Bytes: A Non-Linear Journey Into Tech	Planet, Mezzanine Floor
15:15	Refreshment break Served in the exhibition area.	Northumbrian, Mezzanine Floor
15:40	The Price of Harmony: How Women Navigate Male Fragility – And How to Break the Cycle	Locomotion 1-3, Mezzanine Floor
16:00	Advancing Gender Equity for Women in Tech	Locomotion 1-3, Mezzanine Floor
16:20	Closing Remarks & Conference Close	Locomotion 1-3, Mezzanine Floor

Code of conduct

- At UCISA, we are committed to providing a safe, inclusive, and welcoming environment for all participants. To ensure a positive experience for everyone, we ask that all delegates, speakers, sponsors, exhibitors and staff adhere to our code of conduct.
- The UCISA Events code of conduct can be found here:
<https://www.ucisa.ac.uk/Governance>

Neuro-inclusivity at UCISA26

- We have created a [Neurodiversity Frequently Asked Questions \(FAQ\) page](#). Feel free to share it with anyone who may find it helpful.
- To support attendees with sensitivity, attendees are encouraged to limit strong scents by using fragrance-free products and refraining from heavy perfumes.
- We aim to be as neuro-inclusive as possible, if there is anything that you would like us to consider, please contact Team UCISA on events@ucisa.ac.uk.

Safety and Wellbeing

- If you are feeling unwell, we kindly ask that you do not attend the conference. You may send a colleague to attend in your place, and the UCISA Team will be happy to swap your booking at no cost. Simply contact events@ucisa.ac.uk to arrange this.

Mental health first aiders (MHFA)

- **Siân Thomas, Monica Sangha, and Esther Wong from UCISA are fully trained MHFA** and will be happy to support any delegates who may need mental health support during the conference. If you would like to speak with one of them, please visit the registration desk.

Hidden disabilities sunflower support available

- There will be UCISA staff onsite that are available to provide individuals with

additional help and assistance throughout the conference.

- Should you require additional support at the conference, look out for UCISA staff that are wearing the [Hidden Disabilities Sunflower](#) supporter pin badge on their lanyard.
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Emergencies and contact information

Pre-conference

- If you have any questions in the lead up to the conference, please contact events@ucisa.ac.uk.

During the conference

- We really hope you don't experience an emergency, but we are here to help if a situation arises. In the event of an emergency at conference, **in the first instance please alert a member of the venue's staff** as they will be best placed to assist and are trained to manage medical emergencies in their venues.
- You can also reach the UCISA team in an emergency either at the **registration desk or on 07768 861 292** (call, text or WhatsApp).
- If you are scheduled to speak at the conference and are running late, please contact us on **07768 861 292**.

First aid facilities

- In the event of medical assistance being required, please contact a **member of the Crowne Plaza Newcastle team**, informing them of the nature and location of the medical emergency.

Fire alarm

- The fire alarm is a continuous alarm bell.
- There are **no fire alarm tests scheduled** for the duration of the event.

Fire exits

- Fire exit routes are indicated prominently in all rooms and evacuation routes can be found on the back of the doors.

Assembly point

- The assembly point is outside the front of the hotel

Sponsor and exhibitor

- UCISA would like to thank our Primary Sponsor, PACT Solutions, for sponsoring the conference. Without their support, we would not be able to put on the conference!
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Other information

Internet access

- Wi-Fi access is complimentary and available throughout the venue.

Conference app

- Details of the Conference App will be shared in a separate email from admin@ucisa.ac.uk
- The app includes all key event information and allows you to book 1-2-1 meetings with exhibitors or delegates if you prefer a quieter space away from the exhibition area.

Badge scanning

- Your event name badge will include a QR code that the UCISA Team will need to scan at registration. Entry will not be permitted without a name badge.
- As you explore the conference and engage with exhibitors and peers, some may request to scan your badge. This also applies to sponsored sessions, where staff from the sponsoring company may request to scan your badge upon entry. In allowing them to scan your name badge, please note you are providing your email address and consenting to that company/ individual using this email to contact you.

Social media and photography

- When posting on social media about the conference, please do use **#WIT26** as the hashtag and tag **@UCISA** where possible.
- There will be photographs and videos taken by the UCISA team during the event for promotional use - let us know if you prefer not to be photographed.

We look forward to seeing you in Newcastle!

Best wishes,

Monica Sangha
Events Officer



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Events Officer