



Events Accommodation Policy

As approved at the 2014 Edinburgh Autumn Conference (2/11/14).

Overview

Accommodation for SfC conferences should be sorted out before the conference begins, and contact details swapped between the host and the attendee.

Policy

1. Accommodation application form should include a section for whether someone wants a 'quiet flat'
2. Accommodation allocations should prioritise those with access needs
3. Accommodation should be finalised at least three days before the conference starts
4. Hosts and attendees should receive each others contact details at the point where the list is finalised. These could include:
 - a. Host address
 - b. Host and attendee phone numbers
 - c. Host and attendee email addresses