



Top Tips for Delegates

Take along your booking information or booking reference number (where known) in case there are any registration queries on arrival.

Upon booking a place a conference, you will receive an immediate acknowledgement followed by full joining information approx two weeks before the event start. If you have not received this, your booking may not have been received. To save time and your worries, please call the Interface office prior to the event to check.

Directions to conference venues are usually provided on the corresponding event websites, as well as being sent out with the joining information.

Make sure that you make a note of any special diet or access requirements on your booking form, as these will need to be ordered/arranged in advance of the event.

If you are unable to attend an event, please contact us. In the event of a cancellation where conferences fees are involved, although refunds may not be possible (depending on date of cancellation), you will be able to send a replacement.

Feedback is welcomed and invaluable. Please complete and return evaluation forms as this helps to ensure that your needs are met and programmes developed according to your requirements.

Be warned - large exhibition halls can be painful on the feet!

If you have any queries before, during or after an event, do please contact us. We are here to help.