



Relaxed Exhibition
Sunday 7th September 2025
13.00-15.00 or 15.00-17.00
The Refectory, University of Leeds

Welcome to the Communication Matters Relaxed Exhibition

THE VENUE

The Communication Matters Relaxed Exhibition at the **University of Leeds** is on **Sunday 7th September 2025**. The Exhibition will be open for two timeslots from **13.00 until 15.00 and 15.00 until 17.00**. Booking is required in advance to help us monitor capacity.

Travel information and a campus map are at the end of this document. The exhibition is being held in the **Refectory**, Precinct/Cromer Terrace, **University of Leeds**, Leeds, LS2 9JU.

Please note the campus is open to the public. Anyone under the age of 18 must remain the responsibility of an accompanying adult.

A no smoking policy operates in all buildings, public areas, bars, doorways, and entrances.

HOW TO REGISTER ON ARRIVAL

Arriving in Your Car - Park up and then walk to the main entrance of the Refectory (Student's Union Building), located on the Precinct on the pedestrianised campus.

Arriving by Taxi - Ask the driver to drop you off at the Refectory, University of Leeds, by the barrier on Cromer Terrace, LS2 9JU.

Registration - Takes place in the Refectory foyer. You do not need to bring anything with you to register as we will already have a list of names. You will be given a coloured sticker to wear to indicate your time slot in the exhibition hall.

CAR PARKING

Parking is restricted so please car-share where possible. A limited number of parking spaces are available in the Orange Zone multi-storey car park on Vernon Road on a first come, first served basis. An ANPR (Automatic Number Plate Recognition) system is in operation across campus and automatically issues fines. The parking code is **954100**. This code must be entered into a parking ticket machine on arrival to pay. Parking is charged at £7 per day, and payment is by card or contactless only. Fines will be issued if the code is not entered.

Parking is also available in the [Woodhouse Lane car park](#), close by to campus. Please also consider using the Elland Road, Temple Green, or Stourton '[Park & Ride](#)' service to avoid city centre congestion.

BLUE BADGE HOLDERS

If you require blue badge parking and you are not attending the Communication Matters Conference, please email admin@communicationmatters.org.uk with your car registration details **by 29th August**. You will be directed to blue badge parking on the day (at registration). You do not need to pay for parking.



Relaxed Exhibition
Sunday 7th September 2025
13.00-15.00 or 15.00-17.00
The Refectory, University of Leeds

HELP AND INFORMATION ON THE DAY

If you need any help, advice, or information, please ask one of the **Conference Organisers** or **Assistants** wearing a **yellow lanyard** based at the registration desk in the Refectory Foyer.

REFRESHMENTS

Tea, Hot Water & Filter Coffees will be available free of charge alongside individually wrapped packets of herbal tea bags, decaffeinated tea bags & decaffeinated coffee. We will also provide sugar, sweetener, cow's milk and dairy alternatives such as oat or soy. Drinks are available from the catering tables behind the exhibition stands.

TOILETS

There are toilet facilities (including accessible toilets) available at the venue in the Student's Union foyer. There is a Changing Place on level -1 of the same building. Please ask for directions at the registration desk in the Refectory Foyer.

INTERNET ACCESS

Please bring your laptop/tablet if you need to access the internet to check emails, etc. Free Wi-Fi internet access is available in the exhibition area. Choose the '**UoL-Guest**' option and follow the instructions on screen. If you experience any problems with the Wi-Fi, please speak to a University of Leeds conference organiser who is identifiable in a Conferences and Events Lanyard (black with red writing).

PHOTOGRAPHY

There will be a photographer/videographer at this event taking photographs and videos for use by Communication Matters in publicity and other publications. We asked for your image consent when you registered your place. If our photographer would like an individual shot of you then they will ask you first. If you do not wish for any photos to be taken of you, please inform the registration desk on arrival and wear a **red lanyard** (available at registration) to indicate this to the photographer.



Relaxed Exhibition
Sunday 7th September 2025
13.00-15.00 or 15.00-17.00
The Refectory, University of Leeds

HEALTH & SAFETY

FIRE

Fire exits are all clearly marked, and fire wardens will be in attendance on the day. If the fire alarm sounds, please make your way safely outside of the building using the fire exit.

- Leave The Refectory by the nearest, safe fire escape (these are marked with illuminated signs).
- Your assembly point is down the main steps in the University Precinct.
- Please take the time to familiarise yourself with the assembly location or please ask for directions on the day. University Security or a fire warden will advise any further instructions.
- DO NOT re-enter the building until instructed it is safe to do so by the fire officer in charge.
- The lifts in The Refectory are both fire lifts and are able to be used in the case of emergency. The Refectory is predominantly on ground floor level so access to these lifts may not be necessary during evacuation.

ACCIDENT

If you have an accident, please advise a member of staff immediately.

EMERGENCY

In the case of an emergency call 999 immediately to report the incident, then please find a member of the Event staff, then call the University of Leeds's Security Services Emergency line directly on 0113 343 2222.



Relaxed Exhibition
Sunday 7th September 2025
13.00-15.00 or 15.00-17.00
The Refectory, University of Leeds

TRAVEL

The campus is approximately half a mile from the city centre on Woodhouse Lane, the A660. Leeds has great transport links from all parts of the UK.

COACH - The National Express Coach Station is adjacent to the Central Bus Station.

TRAIN - For rail travel details visit: www.nationalrail.co.uk. You can get from Leeds train station to the campus by taxi, bus or on foot.

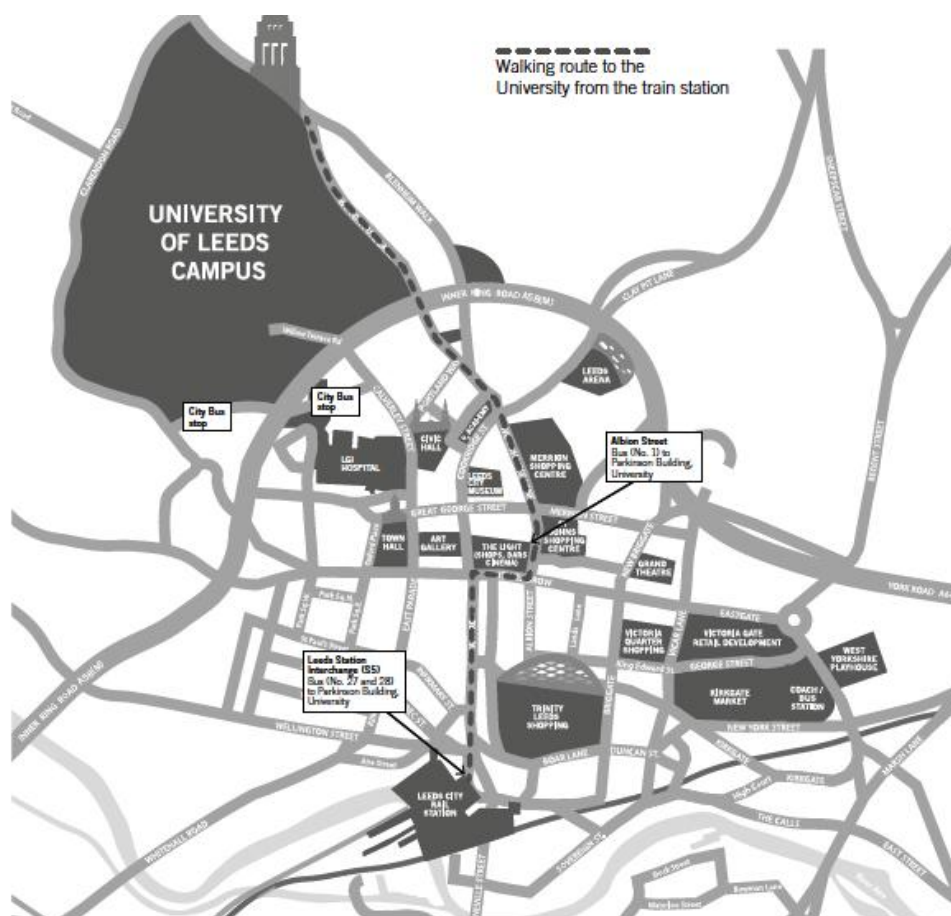
BUS - Bus no. 24 leaves from stand City Square E on Infirmary Street, near the Railway Station in City Square (see map below), to the campus every fifteen minutes during the day and every twenty minutes in the evening. *Exit the railway station in the direction of City Square, bearing left before leaving the station and passing straight through the ticket office area.* There are also frequent buses from the Central Bus Station, including nos. 22, 23, 25, 27 and 28. Bus no. 56 leaves from The Headrow just outside John Lewis. Get off the bus at the main entrance adjacent to the Parkinson Building (the 56 stops slightly before the Parkinson, just after The Fenton pub), then proceed on foot. More details on bus travel can be found on www.wymetro.com. Buses can carry one wheelchair at a time; the driver can lower the bus and/or extend the ramp to street level.

TAXI - Ask the driver to go to the Refectory, University of Leeds, by the barrier on Cromer Terrace, LS2 9JT. 'Black and White' taxis can be hailed anywhere or prebook with City Cabs (0113 246 9999), Arrow Cars (0113 258 5888) or Uber.

FLIGHT - Leeds Bradford Airport is 10 miles away. It is best to take a taxi from there. Arrow Cars (0113 258 5888) is the official Leeds/Bradford Airport taxi company. There is also a bus from the airport to the city centre (www.leedsbradfordairport.co.uk/getting-to-and-from). Manchester Airport is 60 miles away (www.manchesterairport.co.uk/getting-to-and-from) with frequent trains to Leeds.

ON FOOT FROM TRAIN STATION - The university campus is a 20–30-minute uphill walk from the train station. **The map below will help you find your way.**

- Leave the station building through the exit opposite the ticket barriers.
- Turn left, past the bus stops, then after about 40m cross the road at the traffic lights, heading north (see map) up Park Row.
- At the top of Park Row, turn right onto The Headrow, passing *The Light* shopping centre on your left.
- Immediately after *The Light* turn left onto Albion Street which leads into Woodhouse Lane. Keep on the left side of the road, passing Morrisons, Leeds Beckett University and the Dry Dock boat pub, heading uphill for the Parkinson building (white clock tower).
- Turn into Cavendish Road to the left of the building and enter the campus at street-level through the 'three arches'. Then follow the signs through the pedestrianised campus to the Refectory.



Further travel information and a campus map can be found here:
<https://www.leeds.ac.uk/about/doc/find-us> (but please ignore the information on parking).

RELAXED EXHIBITION INFORMATION

Sunday's exhibition is a relaxed space, to create a neurodivergent-friendly exhibition space. This aims to prioritise sensory needs, provide clear communication, and wherever possible offer flexible spaces to ensure everyone can access the information at the exhibition.

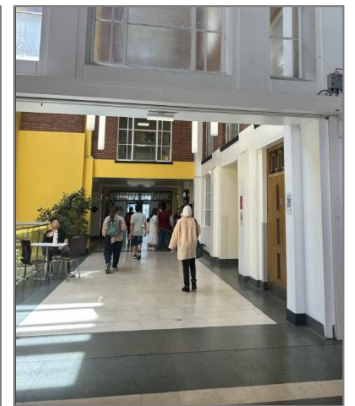
EXHIBITION SPACE

The Relaxed Exhibition will be in the Refectory - a new space that provides more room for exhibitors and attendees.



The Refectory is inside the red brick building pictured on the right of the image [left].

On entering the building, you will see a reception desk [right]. Head down through the space pictured [far right] and the exhibition hall in the Refectory will be through the double doors on your right.



EXHIBITION HALL PHOTOS

The three photos [below] show the Refectory set up as an exhibition. The exhibition will look a bit like this but with stands from AAC supplier companies.



This is the Refectory when it's set out for dining [right]. The exhibition will be in this space. You can also see the mezzanine area above the Refectory (lift available). We have not had the exhibition in this space previously so we don't have any images of exactly how this will look.



EXHIBITION FLOOR PLAN

Please see the exhibition hall floor plan below. Take time prior to the conference to plan your route and identify which stands you want to visit on the day.

EXHIBITION REFECTORY 2025



QUIET SPACES

There is a small room with opaque glass walls that is available during the quiet exhibition if you need to find a space away from people. This is in the Student's Union space (behind the registration desk) and looks like this [right]. Please bring with you any calming strategies or resources you may need to help you in this space.



There will also be a quieter space with fewer people behind the room divider in the exhibition hall.

The mezzanine level (lift available) above the exhibition hall may also have fewer people and more space.

NOISE REDUCTION

Earplugs are available from the registration desk and exhibitors have been instructed to minimise noise on the stands.

VISUAL ENVIRONMENT

Signage will be clearly marked. An AAC exhibition will rely on many visual resources and displays involving symbols, images and words. Please see the images of the exhibition space [on page 6 above] before attending.

If you have any questions before the event, please do not hesitate to contact the Communication Matters Office on admin@communicationmatters.org.uk.