

## **SLC Conference 2026**

### **Hilton Leeds City Centre Hotel**

### **Orientation Guide**

#### **Navigating from the train station**

##### **Route: Leeds Train Station to Hilton Leeds City Hotel**

The Hilton Leeds City Hotel is a short walk from the station. The route is relatively straightforward; however it is in a busy pedestrian area, particularly at peak times. Traffic runs alongside the pavement, and in places, the contrast between pavement and road edges may be limited. You may find some street clutter (bins, signage, etc) and there will potentially be noise from both traffic and the station, which may impact orientation.

To get to the hotel, exit Leeds Train Station via the South Gate Entrance (Granary Wharf side), between platforms 16 and 17. Upon exiting, turn right onto Neville Street and continue straight, keeping the railway line to your right-hand side. Stay on the same pavement, no road crossings required. Continue until you reach Pitt Row, where the entrance to Hilton Leeds City is located on the right-hand side, set slightly back from the main road, past three trees and planters.

## Hotel overview

The Hilton Leeds City hotel, located on Neville Street, is a short walk from Leeds train station. The hotel has 12 floors consisting of:

- Floor 0 (street level) = Entrance lobby
- Floors 1-2 = Multi-storey car park. A 24/7 gym is available on Floor 2.
- Floor 3 = Hotel reception, restaurant, bar and Brigante Suite (our main conference room)
- Floor 4 = Breakout rooms and coffee station/lounge area. We will be using the Magnum, Thoresby and Neville suites on this floor for our workshops.
- Floors 5-12 = Bedrooms, each of these floors are consistent in layout. A prayer room is available on Floor 5.

The hotel has complimentary Wi-Fi for guests and the hotel reception is staffed 24 hours a day.

Please note: This is a non-smoking and vaping hotel. There is no designated smoking area but smoking is permitted outside the main entrance lobby.

For anyone interested, the charity 'Access Able' completed an access assessment of the hotel about 18 months ago. View the report at:

[Access-Able – Hilton Leeds City.](#)

## **Floor 0: Entrance lobby**

Access to the main hotel lobby is via an accessible push/pull door which may be easier to use than the revolving door, which will be stopped for us.

On the opposite side of the room from the revolving doors, you'll find two lifts side-by-side. The call button for both lifts is in the middle. These lifts serve all floors but to get beyond floor 4 (meeting/breakout rooms for workshops) you'll need to swipe your bedroom card. There will be a check-in desk by the lifts on the Friday afternoon.

In addition to the lifts, to the far left are escalators that take you up to reception on floor 3 (they go up one floor at a time so you have to double back on yourself on each floor to take the next escalator to the next floor until you reach floor 3).

### **The Lifts**

Once in the lift, there are control panels on both left and right walls. The lift has audio announcements and the buttons are embossed but there are no Braille markings.

The layout of the control panel is as follows:

- The alarm button is bottom centre.
- The 0 button is directly above this.
- Above the 0 are 2 columns of buttons, the left column are odd numbers starting at 1 at the bottom and 11 at the top, the right

column are even numbers starting at 2 at the bottom and 12 at the top.

Document ends.

### **Floor 3: Reception, restaurant, bar and main conference area (Brigante Suite)**

Floor 3 is a large, open plan space and is one of the main floors we'll be using during conference. It is mainly hard flooring, except the lounge area and Brigante Suite which are carpeted.

Note, although we'll have exclusive use of the Brigante Suite throughout the weekend, the hotel is open to the public so there may be other guests or members of the public using the other facilities on this floor.

When exiting the lift, turning left, just along the same wall as the lifts, you'll find the hotel reception desk.

Walking beyond the reception desk you'll find the doors to the Brigante Suite. This is the main conference space we'll be using all weekend.

To the right of the Brigante Suite, you'll find the public toilets (male, female and accessible). As mentioned above, the hotel is open to the public and these are the toilets that they also have access to.

The area opposite the hotel reception desk is a large, carpeted lounge consisting of low level seating and tables. To the right of this lounge area is the public bar. Beyond this lounge area (on the opposite side of the room to the lifts) are the escalators to/from the lower floors and entrance lobby.

The final thing on this floor to mention is the restaurant. This is where breakfast will be served as well as lunch on Saturday.

To access the restaurant, exit the lifts and turn right. There is an internal wall almost opposite which is the back of the bar (but be careful as the staff access door into the bar may be open) which will lead you to the restaurant hostess stand. You'll know when you've reached the restaurant as there is a metal ridge on the floor (threshold) and the restaurant floor is slightly lower.

As you proceed into the restaurant area there is a raised (1 step high) carpeted seating area directly on the right. This raised platform doesn't have any barriers around it so you'll just need to be careful if using this area.

Beyond this raised seating area, on the right and set out in a 'U' shaped configuration, you'll find the hydration station (cold drinks), the hot buffet station and the bread station. The cereal station is an island in the middle of this 'U' shaped area.

To the left of the space is the cold buffet station and the hot drinks station.

Beyond this food station area is another larger raised carpeted seating area, again 1 step high.

For information, there is also another overflow seating area that can be used at breakfast and lunch time. This can be accessed by turning left shortly after the hostess stand. This space has seating at floor level (no steps) or a further raised area (3 steps). In all cases, you'll likely need an element of support to carry food and drinks from the food stations to this area.

Note: the hotel may decide to allocate us a particular area within the restaurant away from the other guests. We will inform you of this if necessary.

## **Brigante Suite**

The Brigante Suite is our main conference space and where we'll be having our Friday evening meal, group conference activities and the Rodney Powell Awards dinner on Saturday.

The suite is in two parts: foyer and conference room.

### **Brigante Suite – Foyer**

As mentioned previously, access to the Brigante Suite is through double doors beyond the hotel reception desk (to the far left when exiting the lifts).

The foyer is a large, carpeted 'L' shaped room (with the opposite side of the room being the widest leg of the 'L' (so more of an inverted 'L')). It has male and female toilets and our own private bar.

We will be using this space throughout the weekend for our coffee breaks and for the Rodney Powell Awards reception drinks.

On entering the foyer, on the right hand wall you'll find three doors. The first is a cloakroom (that we don't intend using), the second door is the female toilets and the third door is the male toilets.

Note, there is no accessible toilet in the foyer, the only accessible toilet is the one in the main reception area (just outside the Brigante Suite).

The private bar is situated on the long wall on the opposite side of the room to the entrance doors.

To the left of the entrance doors (on the same wall) is Brigante Suite A. This is a small room that we'll be using for our luggage room on Sunday morning and we'll also be using this room as a Quiet room if needed.

Further round to the left is the first set of doors to the Brigante Suite conference room (Brigante Suite B) and further on from this (at the end of the leg of the 'L'), is another set of doors into the conference room (Brigante Suite C).

### **Brigante Suite - conference room**

The conference room is a large, carpeted square shaped room. This is where we will have our evening meals, opening and closing speeches, daytime workshops and the Rodney Powell awards dinner on Saturday evening.

The room can be split by a dividing wall to become Brigante Suite B and Brigante Suite C. We will have the room split for the Saturday and Sunday workshops. When the room is split, access into each of the rooms is via the doors as mentioned in the foyer description above.

Note: For information, there is a dividing wall between Brigante Suite A and Brigante Suite B, which enables us to separate the main Brigante Suite into different rooms according to our needs. We will be using Brigante A as a quiet room and for storing luggage on the Sunday.

## **Floor 4: Breakout/Meeting rooms: Neville Suite, Magnum Suite and Thoresby Suite**

Floor 4 is made up of breakout/meeting rooms, where some of our workshops will take place on Saturday and Sunday. Please note, we will not be describing the breakout rooms as they will be set up according to the activity but will likely have round tables and chairs.

As you exit the lifts, there is a coffee station and lounge area in front of you. We will use this area for our breaks in between workshops (in addition to the Brigante Suite foyer).

To the right of this lounge area is the Neville Suite. This is the largest of the breakout rooms on this floor.

All the other breakout rooms are to the left of the lounge area and accessed via a central corridor.

On entering the corridor, the Magnum Suite is the second door on the right. This is a large rectangle shaped room.

The Thoresby Suite is the second door on the left and is a smaller rectangle room and the smallest of the breakout rooms we have for the weekend.

Floor 4 also has male and female toilets (there is no accessible toilet on this floor). The toilets are opposite the lifts, before the corridor to the breakout rooms (or on the right as you walk towards the corridor). The

female toilets are on the right and the male toilets are on the left (nearest the corridor).

## **Floors 5 - 12: Bedrooms**

All the bedrooms are on Floors 5 to 12. Each floor is identical in layout, so we'll describe one floor and it'll be the same whichever floor you're on.

Equally, all the bedrooms are identical in layout but rooms may be mirrored to how we describe them below (depending on whether your bathroom is on the left or right when you enter the room).

When exiting the lift you're positioned in a small lobby area.

Heading slightly left, you'll find the entrance to the central bedroom corridor that goes both left and right. Bedrooms are then located along both walls of this corridor. At both ends of the bedroom corridor is a fire exit (concrete staircase with central metal handrail).

Back in the lift lobby, to the right (on the same wall as the lifts) is a door that will take you to a corridor. At the end of the corridor (past the staff service lift) and through more doors, you'll find the stairs that lead to all floors. These are standard flights of stairs (2 flights per floor). They have a metal handrail on both sides of the stairs but if you follow the inside rail, this is continuous down all the flights of stairs.

Note: The floor number is located in the middle of the wall and has a slightly raised number on it. The door to exit the floor will be to the far right of where this number is. You may find it easier just to count the number of flights as you go up or down.

## **Double bedroom**

On entering the room, immediately on the right is a small wardrobe that houses an ironing board and iron (in addition to hanging space).

Next is a tall unit that has a waist height shelf and 3 lower drawers. On the shelf are bottles of still and sparkling water and glasses. The top drawer contains the tea & coffee, kettle etc, the second drawer has a safe (digital so not accessible) and the bottom drawer has a hairdryer.

Beyond this unit is a desk and chair. On the desk there is a lamp and a standard telephone (press 0 for reception). There is a large wall mounted TV above the desk.

Opposite the desk, on the left side of the room is a double bed. On each side of the bed is a bedside cabinet and, on the wall above these, you'll find electric double plug sockets.

The bathroom is on the left as you walk into the room (on the same side as the bed). The bathroom is accessed via a sliding door. On the same side as this door you will find an air control unit with a digital screen and buttons. It will be set within 5 degrees of the current temperature outside. If you would like it adjusted, please ask upon arrival.

On entering the bathroom, on the left there is a walk-in shower. There is a small step into the shower (the edge of the shower tray) and there is a fixed glass shower screen. Within the shower are 3 dispensers with shampoo, conditioner and body wash. Sadly there is no consistency in the order of these in the bedrooms we looked at so you may want to find this out when you are shown to your room on arrival.

The toilet is opposite the door and the hand basin is fitted within a vanity unit on the right side of the room. There are 2 dispensers here, hand soap and moisturiser. Again, you might want to ask someone the order of these on arrival.

Note: some rooms are fitted with a bath with an over bath shower. These are in the same place as the shower described in this guide.

### **Twin bedrooms**

On entering the room, immediately on the right is a small wardrobe that houses an ironing board and iron (in addition to hanging space).

Next is a tall unit that has a waist height shelf and 3 lower drawers. On the shelf are bottles of still and sparkling water and glasses. The top drawer contains the tea & coffee, kettle, etc the second drawer has a safe (digital so not accessible) and the bottom drawer has a hairdryer.

Beyond this unit is a desk and chair. On the desk there is a lamp and a standard telephone (press 0 for reception). There is a large wall mounted TV above the desk.

Opposite the desk, on the left side of the room are two small double beds. In between these beds is a bedside cabinet. On the wall above the cabinet is an electric double plug socket.

The bathroom is on the left as you walk into the room (on the same side as the bed). The bathroom is accessed via a sliding door. On the same side as this door you will find an air control unit with a digital screen and buttons. It will be set within 5 degrees of the current temperature outside. If you would like it adjusted, please ask upon arrival.

On entering the bathroom, on the left there is a walk-in shower. There is a small step into the shower (the edge of the shower tray) and there is a fixed glass shower screen. Within the shower are 3 dispensers with shampoo, conditioner and body wash. Sadly there is no consistency in the order of these in the bedrooms we looked at so you may want to find this out when you are shown to your room on arrival.

The toilet is opposite the door and the hand basin is fitted within a vanity unit on the right side of the room. There are 2 dispensers here, hand soap and moisturiser. Again, you might want to ask someone the order of these on arrival.

Note: some rooms are fitted with a bath with an over bath shower. These are in the same place as the shower described in this guide.

## **Toilets**

### **Floor 3 – Public toilets (outside Brigante Suite)**

These toilets are set in a small 'toilet' lobby area which is directly to the right of the entrance to the Brigante Suite.

The female toilets are on the left and comprise of 3 cubicles, 4 sinks and a vanity unit. On the right wall when entering, there is a vanity unit with a full width mirror. Further to the left, there is a long vanity unit where you will find the sinks, with a full width mirror above. On either side of the sink vanity unit, you will find a hand dryer and 2 wall mounted bottles (hand lotion and handwash). Opposite the sinks are the cubicles.

The male toilets are on the right and comprise of 2 cubicles, 4 urinals and 3 sinks. On entering the toilets, on the left hand wall you will find the sinks with a full width mirror above. On either side of the sink vanity unit, you will find 2 wall mounted bottles (hand lotion and handwash). On the wall facing you (as you enter), you will find a hand dryer, with the urinals to the right (with no panels dividing them). Opposite the urinals are the cubicles.

### **Accessible toilet**

The accessible toilet is on the right of the small 'toilet' lobby area, which is to the right of the entrance to the Brigante Suite. This accessible toilet has a sliding door with a hook and eye lock which is not 100% flush with the wall when closed. Although classified as an accessible toilet, it is a very small toilet. We tested this with Nikki Hughes from London Sight Loss Council who uses a rollator (walking frame on wheels). Although

Nikki was able to get into the toilet, she said that it was very tight to navigate and ideally she would leave her rollator outside whilst using the toilet in future. People requiring the accessible toilet may prefer, although we know not ideal, to use the toilet in their bedroom.

### **Floor 3 – Brigante Suite Foyer**

The female toilets are the second door on the right when entering the Brigante foyer. They comprise of 5 cubicles, 5 sinks and a vanity unit. On entering the toilets on the right hand wall there is a full length mirror, followed by 2 hand dryers, then a long vanity unit where you'll find the sinks with a full width mirror above. Opposite the sinks are the cubicles. To the left of the cubicles (or to the left of the main door into the female toilets) is a vanity unit with two mirrors above.

The male toilets are the third door on the right when entering the Brigante foyer. They comprise of 6 urinals, 3 cubicles and 4 sinks. On entering the toilets through the inner door, turn right. The urinals are to the right and are all next to each other (on the right hand wall going away from you as you walk down the room). There is a privacy panel between them which swings a bit. Opposite these urinals, on the left hand wall, is a long vanity unit where you will find the sinks. The cubicles are beyond the vanity unit at the far end of the room on the right and, like the urinals, are next to each other as you walk down the room. Finally, the 2 hand dryers are located at the beginning of the walls where the urinals are (to the right of the main door into the male toilets and opposite, on the side wall of the first cubicle).

### **Dog spending area, Sovereign Square**

This grassy square is a short 5 minute walk away from the hotel. The route requires a road crossing. Dropped kerbs are in place, although contrast may vary. There are some uneven paving areas, and the square is a more open space which may reduce natural orientation cues. There is also some street furniture (benches, planters) and general pedestrian movement to be mindful of.

To get there, exit the hotel onto Pitt Row, turn right onto Sovereign Street and continue straight ahead. Sovereign Square Park is located ahead and slightly to the right, near the KPMG building.