

SLC Conference 2026 and Rodney Powell Awards

Frequently Asked Questions

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Important Reminder

The venue and the whole event itself will be totally nut-free, due to attendees having serious airborne nut allergies. We kindly ask you not to bring any snacks or food containing nuts with you during the event.

General

What is included in the booking? And will I get confirmation of my place at the conference?

All the accommodation, as well as main meals and refreshments during the breaks are included in your booking. Anything else such as room service or alcohol you will need to pay for yourself. Please do drink responsibly, our aim with organising this Conference is for everyone to have a good time and share experiences.

You should have received confirmation at the time of booking; this means your place is confirmed. If you have enquiries, please contact your Engagement Manager.

Am I able to cancel my place?

We would prefer you not to cancel unless you have a health or personal emergency as your place has already been paid for. If you have to cancel, please let your Engagement Manager know as soon as possible. At this stage, you will lose your deposit.

Can I change my room if it is not suitable?

All of the room allocations are being handled by Hilton City Leeds. Room allocations have been made to take into account access requirements as much as possible. As Hilton Hotels are of a high standard, we hope you won't find any issues with your room. That said, if there is a valid reason for you to need to change your room, your request will need to be put directly to them and their response will depend upon their availability.

Is there a dress code for the awards evening?

We want all our delegates to feel comfortable throughout the conference and awards. Whilst there is no strict dress code, we recommend people dress to impress.

Does the venue have many stairs?

There are stairs up to all floors and two talking lifts from the entrance lobby to floor 12 which is the top floor. Please note that floors 1 and 2 are to a main car park and the hotel reception is on floor 3. If for any reason, these lifts are out of use on the day, alternative access routes will be communicated to you.

Will someone show me the fire evacuation procedure from my room?

The general fire evacuation procedure will be explained in your delegate pack. You can also ask the venue to explain it to you when you arrive. For any group sessions, the evacuation procedure will be explained at the start of the session.

For evacuation from your room, it is advised to ask your Engagement Manager or other member of staff to show you the nearest fire exits from your particular room. In an emergency evacuation situation, a member of staff will assist you with exiting the building as quickly and as safely as possible.

Travel

Who books and pays for my travel?

TPT will cover the cost of your travel to and from the Conference. Your Engagement Manager will be liaising with you over the coming days (if they haven't already) to book your travel.

Which is the best station to travel to?

Leeds. You shouldn't need to get a taxi to the Hotel venue as the Hilton Leeds City hotel is a short 5 minute walk away. Passenger Assistance at Leeds station will be available to help you at the station, as well as TPT staff and sighted guides, where available.

How far is the Conference Hotel from Leeds station?

It is about 5 minutes walk away. Walking directions to the hotel venue will be shared with you in the Orientation Guide and extra staff will be on hand to help you get there from the station.

If I am arriving by car, will my mileage be paid?

Yes, for those that are being driven to the conference by a Support Worker or a Sighted Companion, you are able to claim this back at the usual TPT volunteer mileage rate. Please see the Volunteer Expenses Policy for more information. Please note, however, that all drivers need to make sure they check they don't need to pay anything for the clean air zone charge. It is similar to a congestion charge and the charge depends on the car, so you need to check beforehand via the website:

<https://www.gov.uk/clean-air-zones>.

Is there parking available at the venue?

There is a limited number of Blue Badge parking spaces and regular parking spaces by the hotel as well as in surrounding areas, including Q

Park which is very close by. More details are available on the [Hilton Leeds City Hotel website](#) or the [Q Park website](#).

Accommodation

What is the accommodation like?

The Hilton Leeds City is a 4* star hotel ([Hilton Leeds City Hotel](#)).

The rooms have en-suite bathrooms (which will be either a bath or a shower). Unless you have asked for a different room, you will be in a standard double room or a twin room if you are sharing with your Sighted Companion/Support Worker who is coming with you.

How far is the accommodation from the conference rooms?

The accommodation and conference rooms are all in the same building but on different floors: bedrooms are on floors 5 to 12, the main conference room called the Brigante Suite is on the 3rd floor and the breakout/meeting rooms for the workshops on the Saturday afternoon and the Sunday morning will be on the 4th floor. All floors can be accessed by stairs or lifts.

You will be notified of your room upon arrival on the Friday afternoon.

Do any rooms have wheelchair access?

Yes. Anyone who has noted special access requirements will be accommodated for as best as possible.

What time can I check in?

Any time after 3pm on Friday 6th June 2026.

For those arriving just for the Rodney Powell Awards, check in time will be 3pm on the Saturday.

What time is check out?

You will need to check out of your room after breakfast on Sunday, the last day of Conference. We have a room (Brigante Suite A on 3rd Floor) where you can leave your luggage until you leave. This will be communicated to you during the conference.

What other facilities are available at the hotel?

A 24/7 gym can be accessed on the 2nd floor.

A prayer room is available on Floor 5.

Food & Dietary Requirements

Can I buy extra food if I get hungry?

You can pay for additional food yourself if you need it. You will need to do this with the venue directly or an outside food delivery outlet, such as Just Eat or Deliveroo.

Please note that Hilton Leeds City is a cashless venue. They accept card or contactless payments ONLY. You will not be able to pay cash for anything.

How will the Hotel venue know about my dietary requirements?

You will have identified your dietary requirements to us in the registration form and these will be catered for separately. We have shared this with the Hotel venue.

Is there a bar at the hotel?

Yes. You will need to pay for any drinks purchased from the bar yourself.

Are all the meals set?

No, not all meals will be set. For Saturday lunchtime, there will be a hot buffet with a choice of foods.

Breakfast on Saturday and Sunday will be a hot and cold buffet.

For hot food, you can go to the serving counters and ask for what you want, which will be plated for you or extra staff will be on hand to assist with this. Cold food will be self-service.

There is a set menu for the Friday evening dinner and the Rodney Powell Awards on the Saturday evening. Dietary requirements will be catered for separately, as part of this.

You can check the set menus in your delegate pack, both for the Friday evening and the Rodney Powell Awards dinner on the Saturday.

A packed lunch will be provided on Sunday, for you to take on your journey home with you.

What are the meal times?

These are set out within the programme and agenda timetable, which is included in your Delegate pack.

Conference Programme

Do I need to attend all of the sessions?

Yes. They have been put together for your benefit and enjoyment.

Can I choose the sessions I attend?

Yes, you were asked to make a choice of workshops beforehand and these have been allocated to you whilst taking into account your preferred choices as much as possible.

Will I get a confirmation of the sessions?

We will confirm these with you in a personalised delegate pack.

Will there be breaks?

Yes. Please refer to the conference programme and agenda timetable for when these are scheduled.

Reception staff (both Hilton's and our own) will be on hand to help you find where you need to be on the day.

You will need to refer to your delegate pack to see what workshops you have been allocated to and the meeting rooms they will take place in.

Will I need to take notes in the workshops?

This is up to you and your own learning style. We will provide a summary of each workshop as part of the post-event write up.

Do I need to bring my laptop/tablet/any other equipment?

You do not need to, but you can if you wish. This will be at your own risk and responsibility.

Assistance

Where is the dog spending area?

The spending area is a short 3 to 5 minute walk away from the hotel and is a grassy area called Sovereign Square. The walking route is described in the Orientation Guide. We will show all guide dog owners where to go as you arrive. Please note as a gentle reminder to take your dog out regularly to spend, as the venue is mostly carpeted. Extra staff will be available to take your dog out during the workshops, if appropriate.

You **MUST** pick up after your dog at all times. If this is going to be problematic for you, ask for assistance.

What expenses will be covered if I'm bringing my own support worker or sighted companion?

TPT is covering the cost of attending the conference in full, so this will include the same as it does for volunteers in terms of meals and accommodation. Any room service or alcohol will have to be met by yourself or your Sighted Companion/Support Worker, apart from what is provided during the Awards dinner.

What kind of assistance will be provided?

There will be trained sighted guide volunteers available throughout the event. If you have requested the support of a guide, we will make every effort to identify a guide to support you at the times you need it. There will be guides and members of TPT staff around throughout the conference to offer and provide assistance if requested, to anyone who needs it.

Will I get assistance if I want to go off site?

We do not encourage anyone to go off site unless it's absolutely necessary. Everything you should need for the weekend should be available on-site. For this reason, TPT cannot provide assistance off site unless you are making your way to and from the Conference itself. The only exception to this is to help guide dog owners spend their dogs.

Will any assistance be provided at the Awards?

Yes. Assistance will be provided throughout the whole Conference, including the Awards.

What if I or someone else becomes ill during the Conference?

If you become ill during the Conference, we will provide support to you in your room until you feel better, or help you to make arrangements to return home.

Will there be a quiet room or calm area I can go to if I feel overwhelmed or anxious during the Conference?

On the Friday and Saturday, Brigante Suite A which is situated on the 3rd floor will be available as a quiet room where you can sit and rest calmly for a while if needed. Otherwise you are welcome to go back to your room for a while if you would prefer.

Who can I contact if I have any safeguarding concerns or queries during the Conference?

We would like everyone to have a good time and a great experience at Conference. And we aim to create a safe and supportive environment for the duration of the event. In your Delegates Pack, you will find a

document detailing a list of people to contact in case of Emergency or concerns. Please do in the first instance try to locate a TPT member of Staff, someone from the Hotel venue or your Engagement Manager. Alternatively, please see Emma Hughes' phone number in the Emergency Contacts list included in your Delegates Pack.

When will I be refunded my £50 deposit that I paid during registration to secure my place at Conference?

As per our terms and conditions, if you attend the full duration of the Conference, we will refund your £50 deposit a day or two after the end of Conference. You can expect this to be returned to you via the payment method you originally used to pay for the deposit. This will appear in your bank account within 7 to 10 working days.

If you have had a great time and would like to give your deposit as a donation back to us, as a thank you gesture, we would really appreciate it. Any money donated will be invested back into the great work of the Sight Loss Councils.

Evaluation

How do I feedback what I thought about Conference?

We will create and send out a link to a feedback survey to get everyone's views about Conference a few days after the event has ended.

When will the next conference be?

In the Evaluation survey mentioned above, we will ask for your feedback on the venue, the location and the frequency of SLC conferences. We

haven't got a set date yet for when our next Conference will be and in which venue, but we will keep you all updated.

Document ends.