

Agile Cambridge is back in person **next week** and we're looking forward to seeing you there! The following information is provided to answer any questions you may have and to help you prepare for the event.

First, we would like to take this opportunity to say thank you to [our sponsors](#) for their support:

**Redgate, WTW, Create/Change & QWAN**

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### Event Information

- **Dates:** We are expecting you on/either\*: Wednesday 29 &/or Thursday 30 June 2022
- \*Check your ticket name to see if you have a 1 or 2 day ticket
- **Venue:** [Churchill College](#), University of Cambridge, Storey's Way, Cambridge CB3 0DS
- **Slack** - if you've not received your invite [join here](#)
- **Wi-fi** - will be available in all public areas and meeting rooms. Your password will be given to you at registration.
- **Twitter:** You can follow us [@acconf](#) and tag tweets [#agilecam](#)
- **Linkedin:** You can follow us on our [Linkedin Page](#) and tag posts [#agilecam](#)

## Parking

- Whilst we encourage you to use public transport or to cycle, if you are driving, Churchill College has some parking on site, available on a first come first serve basis. There is no overflow parking available.
- Follow the signage and allow a 5 minute walk for the c.750 metres from the main car park to Registration.
- In case parking is full, you may like to consider parking at [Madingley Road Park & Ride](#) which is approximately a 20-25 minute walk from the venue.

## Registration

- Upon arrival tea/coffee and pastries will be available - Wednesday & Thursday from 08:15am
- When you arrive you will be given a name badge, wifi code and programme booklet.

## Ticket changes

- If you are taking the place of someone else, you are required to inform us before the event.
- Splitting of tickets is not allowed (either in full or part days)
- If you need to amend a 2 day ticket contact us before the event.
- For Health & Security reasons we need to know who is attending each day.
- We know that sometimes the unavoidable happens and you find you cannot join us at the last minute. Please do not give your ticket to someone else without first contacting and confirming this with us.

## Cloakroom

- There will be a coat rail available opposite our registration desk.
- A room is available for coats and bags - items are left at owner's risk.
- You cannot leave items overnight.

## Accessibility

- Please contact us to discuss any accessibility needs you may have.

## Dietary Requirements

- If you have told us about specific dietary requirements/allergies these have been catered for - if you are unsure on anything please speak to us and/or the venue hospitality team.

## Programme

- A printed booklet containing the programme will be provided when you arrive
- We have also added an A4 PDF timetable to our website
- The printed programme contains room names for each session
- Where possible, if there is a break of less than 30 minutes between sessions we are using two rooms per track to help aid ventilation.
- We recommend you use the programme [published on our website](#) for planning sessions to attend - as this is kept up-to-date with any last minute changes and has more detailed session information.

## Sessions

- Places at sessions are allocated on a first-come, first-served basis.
- Once the room and/or workshop capacity is reached you will be asked to choose a different session.

**Important note:** the venue is strict about the use of white-tac and generally sticking things on walls - if you need to do this please only use the flip chart stands and/or windows.

## Refreshments

- Will be provided during arrival, morning & afternoon breaks, (grab and go) lunch & the social evening.

## Agile on the Bench

Agile on the Bench is back for a one-off special each day, during the lunch break. Agile on the Bench is a low-fi, outdoor meet-up run by agile people for agile people, on a bench. It is a mix of short talks about all things agile, people, teams, users and getting things done.

- Your hosts will be Emily Webber and Cara Bermingham
- Talks will be up to a maximum of 10mins long, with 5 mins for questions
- See our programme online for the confirmed speakers on each day
- It takes place outside with no tech, which means no slides (or printouts of slides).
- Lunch will be "grab and go" so you have time to grab and join!

## Social evening

- **Wednesday:** from 17:00 join us for a cold drink and BBQ on the beautiful lawns of Churchill College.
- The social evenings are for participants of the conference only, please ensure you wear your name badge

## Code of Conduct

On registering for your ticket, you agreed to abide by the Code of Conduct. At its essence is behaving in an appropriate manner at a professional event which we have found most participants manage without undue stress or struggle. You can read our full code of conduct here and speak to any of our team about our action plan. You can view the full [Code of Conduct here](#).

## Speaker Q&A

- **Questions must be concise, relevant and a question**
- We ask speakers to let participants know at the start of their session how they prefer to take questions
- We ask you to understand that, as a speaker, they're putting themselves in a vulnerable position
- We want them to feel safe and able to put their energy into their delivery without unwarranted distraction

## Photography/Video

We will be taking photographs/videos of some sessions, speakers and participants during the event, which may be used for future marketing purposes and on social media. If you don't want to be in videos and/or photographs please let us know at registration.

## Covid Safety at Agile Cambridge

On registering for your ticket, you agreed to abide by Covid Safety guidelines, we have now updated these as follows, ahead of the event.

To reduce risk of Covid transmission and provide the best experience, we are working to implement a number of important measures to reassure and protect everyone at our events. At a minimum we'll work in accordance with advice and guidance from the UK and local governments, and we will continually review this up to, and at the event.

### Participants (including speakers and sponsors)

- If you are unwell, you must not come to the conference.
- We require **all participants** take a **COVID-19 test**, prior to arriving on **each day** of the event.
- It is the **responsibility of each participant** to ensure they have a **negative test before arriving** at the venue, and participating at the event, on each day they attend. We will not check participants have performed these tests and are taking it on trust that you will behave professionally and with the safety of others in mind..
- We **strongly encourage mask wearing** within the **indoor spaces**, especially in the main lecture theatre (Wolfson Hall). Churchill currently recommends mask wearing in communal spaces.

### We will provide

- Hand sanitiser in all session rooms, refreshment areas, and on our registration desk
- Disinfection wipes will also be available in session rooms and from our registration desk
- We will also be carrying a UVC LED sterilising cube for small electronic items

### Ventilation

- Where windows and/or external fire doors can safely open, we have asked for them to remain open during sessions.
- Air filtration will be provided via HEPA air purifiers in each session room and in the conference registration / sponsors area.
- We will also be monitoring air quality throughout the conference using CO2 monitors.

### Refreshments

- There will be hot and cold drinks during the breaks
- A grab and go lunch will be served each day which we recommend you take outside to eat if the weather is nice.
- Social event on Wednesday is a BBQ outside from 17:00

## Contact Info

Lastly, if you have any other queries don't hesitate to get in touch.

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We look forward to seeing you soon, safe travels.