



## Agile Cambridge 2023

Agile Cambridge is back for 2023 and we're looking forward to seeing you next week! 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 a special thanks to our Agile Cambridge sponsors:

**Redgate**, **Agile Mastery Institute** and **QWAN** who help make the conference possible. Be sure to speak to them during the event.

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### Event Information

- **Dates:** We are expecting you on/either\*: Wednesday 27th, Thursday 28th and Friday 29th September 2023
- \*Check your ticket name to see if you have a 1, 2 or 3-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 use #agilecam
- **Linkedin:** You can follow us on [Linkedin](#) 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 & Friday from 08:30 am
- 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 your 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.
- 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.
- The printed programme contains room names for each session.
- 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, lunch & the social evening

## Agile on the Bench

Agile on the Bench is back on Wednesday and Thursday during the lunch break (13:30-14:00). 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 10 mins 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).

## Social evening

- **Wednesday:** Join us from 17:00 and enjoy a cold drink and BBQ on the beautiful lawns of Churchill College.
- Chain Reaction is back - get ready to be creative!
- **Thursday:** Enjoy a renowned Cambridge punt tour - we will depart registration at 17:00.
- 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-19 Safety at Agile Cambridge

Although there are no COVID-19 restrictions in the UK, we know that for some of our community, Covid still has serious risks. We ask that you be mindful of other people's boundaries and take appropriate measures.

Participants (including speakers and sponsors)

- If you feel unwell during the event, please stay in your hotel room and/or return home - you must not participate in any aspect of the conference, including social events. Please contact us if you need any assistance.
- 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 have a small set of spare Lateral Flow Tests if you have forgotten to test today.
- We encourage mask wearing within the indoor spaces, especially in the main lecture theatre.

Ventilation

- Where windows and/or external fire doors can safely open, we have asked the venue to keep them 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.

We will provide

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

## Contact Info

Lastly, if you have any other queries don't hesitate to contact us:

- Event Producer, Louise - [louise@software-acumen.com](mailto:louise@software-acumen.com)
- Marketing Manager, Lorna - [lorna@software-acumen.com](mailto:lorna@software-acumen.com)
- Business Manager, Allison - [allison@software-acumen.com](mailto:allison@software-acumen.com)

We look forward to seeing you soon and safe travels.