



Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

INTO NORTHERN CONFERENCE: GENERAL INFORMATION

**THE KILLYHEVLIN HOTEL
DUBLIN ROAD
ENNISKILLEN
BT74 6RW**

PHONE: +44 (0) 6632 3481

www.killyhevlín.com/

Travelling to the Conference Hotel:

Killyhevlín Lakeside Hotel & Lodges is located 1km from Enniskillen, County Fermanagh in Northern Ireland. The hotel is situated near Lough Erne and only minutes from Enniskillen and offers free onsite parking.

Comprehensive directions are available on the hotel website:

<https://www.killyhevlín.com/location>

Conference Suite Entrance

The hotel conference centre is situated to the left-hand side of the main hotel complex and delegates are requested to use this entrance to access conference.

Hotel Checking Times

Check in 3.00pm / Check out 11.00am

Left Luggage Facility

For those delegates arriving at the hotel early on Friday morning and therefore unable to check into their rooms, a secure left luggage facility will be available in the hotel for your convenience at the main hotel reception.

Payment of Accommodation:

Delegates are responsible for payment of all accommodation costs upon departure from the hotel. You are entitled to claim these expenses back from your Branch after the event. A receipt will be required to make a claim. Your Branch Secretary can provide you with a Branch Expenses Claim Form.

Wi-Fi

Free Wi-Fi will be available to delegates in the hotel. No password required.

Photography/Filming at Northern Conference

The INTO contracts a photographer in order to have images of Conference, including photographs of delegates and speakers at Northern Conference, for use in INTO publications (print and online), the INTO website and for media purposes. A live webcast of public sessions of Northern Conference is broadcast via the INTO website. By attending Conference, it is assumed that delegates and speakers have given their permission to be photographed and filmed. Speakers or delegates who do not wish to give permission for the use of their image should inform staff at the INTO Conference Registration desk before the commencement of conference.

Exhibitor Bingo

This year, we have thirteen Exhibitors attending Conference – they will be split over two separate areas, and we ask that you make every effort to chat to their representatives throughout the day. To encourage you to do so we have put together an ‘Exhibitor Bingo’ card that you will receive at Registration. Anyone who checks off all the exhibition stalls will be entered into a draw to win a bundle of prizes donated by INTO and the exhibitors themselves. Post your entries at the Registration Desk.

Registration at Conference

You will be able to register online for Northern Conference this year by scanning a QR code with your phone. Please visit the Registration Desk when you arrive to do so and collect your conference promotional materials and Exhibitor Bingo card.

COVID Mitigations

INTO have completed a COVID Risk Assessment which is available to anyone who wishes to review it.

At time of print, face masks are still required within the hotel and attendees are asked to bring one long. All attendees will be given a facemask and hand sanitiser at registration.

We request that all attendees take a Lateral Flow Test 24 hours prior to attendance. *Anyone with COVID-19 symptoms or a positive test result should stay at home.*

If an attendee takes ill with Covid symptoms at the event we ask that you notify a member of INTO staff immediately.

A summary of the current COVID restrictions within the hospitality sector is available on the nidirect website: www.nidirect.gov.uk