

October 23rd 2016

From: Alan Moorhouse < seminar-booking@one-name.org >
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To: all who have so far registered we look forward to seeing you at the

Care and Consideration Seminar

to be held on Saturday 5th November 2016 at the National Railway Museum Conference Centre, Leeman Road, York, YO26 4XJ at 9.30am for 10.00am.

Below are some additional details in advance of the seminar.

A. VENUE - National Railway Museum

National Railway Museum < www.nrm.org.uk > is the greatest railway museum in the world and home to the UK's national rail collection. Our seminar is scheduled to finish at 4.30pm but the museum (free entry) does not close until 6.00pm.

Rich in ancient history, romantic ambience and fun activities, York is a flourishing city renowned for its exquisite architecture, tangle of quaint cobbled streets, iconic York Minster and wealth of visitor attractions.

For full details of all the attractions of York please go to < www.visitYork.org >

B. HOW TO GET THERE

There is a local map available at

< <https://www.google.co.uk/maps/@53.9608292,-1.0983471,17z?hl=en> >

and detailed directions at

< <http://one-name.org/wp/wp-content/uploads/2016/08/Directions-to-National-Railway-Museum-Seminar.pdf> >

a. By Road

The postcode for your Sat Nav is YO26 4XJ. Free parking has been arranged in the NRM Conference Centre car park for which you will need a code to exit. Please email < seminar-booking@one-name.org > if you require blue badge parking.

b. By Rail

York is just two hours by train from London on the east coast mainline. The museum and conference centre are just a few minutes (0.5 mile) walk from York station but if mobility issues mean you need picking up from the station please email < seminar-booking@one-name.org > and we will endeavour to find you a lift.

c. By Bus

York is well served by by busses from 6 Park and Ride locations

< <http://www.itravelYork.info/park-and-ride/park-and-ride-map-for-york> >

If you would like any special help please email < seminar-booking@one-name.org > as soon as possible.

C. ARRIVAL

The seminar registration desk will be staffed from 9.15am in case of early arrivals.

Please note that we are using the Conference Centre entrance, not the main museum entrance which does not open until 10.00 am (and that the conference entrance is NOT the one by the museum shop!)

D. PROGRAMME

The finalised programme (at the time of writing) is:

- 09:30 - 10:00 Arrival: Registration and Coffee
- 10:00 - 10:15 **Welcome to the Seminar** - Jackie Depelle
- 10:15 - 11:15 **Exploring the Retreat Archive** - Dr Katherine Webb
(Borthwick Institute for Archives, University of York)
- 11:15 - 11:30 Comfort Break
- 11:30 - 12:30 **Copyright - Help or Hindrance in the Electronic World** - Rev. Graham Cornish, Copyright Consultant (The Copyright Circle)
- 12:30 - 14:00 Lunch Break

(including opportunities to visit the museum galleries or attend a free talk with document display at 12.40 or 13.20 in The Search Engine)
- 14:00 - 15:00 **Caring for Your Digital Records** - Stefanie Davidson, Records Management, Collections and Digital Archives Co-ordinator (West Yorkshire Archive Service)
- 15:00 - 15:30 Tea Break
- 15:30 - 16:30 **No Place Like Home - Researching Children's Homes and Their Records** - Peter Higginbotham
- 16:30 Close of Seminar
- 16.30 - 18.00 (Opportunity to visit the museum galleries before they close)

E. SEATING

Our venue is a purpose built conference centre with good quality seating however as always we recommend bringing a cushion if you find sitting for any length of time uncomfortable.

F. REFRESHMENTS

Tea/coffee and biscuits will be available on arrival from 09.30 and at 15.00 and there will be hot refreshments with lunch.

A finger buffet lunch and all refreshments are included in the cost of this seminar. Please advise us as soon as possible if you have any dietary requirements.

G. POSTERS

To make the day more interactive we encourage delegates to bring along details of their studies for display and sharing. Pin boards will be available for your use. Please contact < seminar-booking@one-name.org > to "book" a pin board or table top.

H. GUILD SALES and DNA TEST KITS

We will have some Guild merchandise (and possibly home-made marmalade!) for sale but regrettably are unable to bring any DNA kits with us for this seminar.

More information on DNA kits is available on the Guild website

< <http://one-name.org/help/guild-wiki/dna-kits-available-from-the-guild/> >

I. BORTHWICK INSTITUTE FOR ARCHIVES

Anyone who has booked for the guided tour and document display at Borthwick on Friday November 4th will have already received confirmation of their booking.

At the time of writing we still have just 3 places still available, please contact < seminar-booking@one-name.org > if you would like to join this visit; a nominal charge of £2.50 is payable in advance.

We will meet in the main reception of the Borthwick to start the tour at 1.30pm; please arrive in good time to park, sign in and deposit items in the lockers etc. Please visit the Borthwick website for full visitor information < www.york.ac.uk/borthwick >

J. SEARCH ENGINE

Anyone who has booked for one of the free Saturday lunchtime talks in the Search Engine will have already received confirmation of their booking. Unless specifically requested we have allocated you to either the 12.40pm or 1.20pm talk and will advise you which time on your arrival at the seminar. The 1.20pm talk is fully allocated but at the time of writing we still have just 4 places still available at 12.40pm, please contact < seminar-booking@one-name.org > if you would like to take one of these remaining places for which there is no charge.

K. ACCOMMODATION

There are a number of budget and other hotels in and around York detailed in an accommodation listing we have prepared < <http://one-name.org/wp/wp-content/uploads/2016/08/York-Accommodation-Listing.pdf> >

A number of the seminar organising committee and other delegates are staying at the Premier Inn York South West (Bilbrough Top, Colton) on Friday night.

If you need any further advice please contact < seminar-booking@one-name.org >

York is a major tourist centre with many other hotels and you will find some details here < www.visit-york.org/book >

L. FRIDAY EVENING MEAL

For those staying at the Premier Inn York South West we have booked 4 tables (1 x 8 at 7.00pm, 2 x 4 at 7.30pm and 1 x 4 at 7.45pm) in the onsite Thyme restaurant. Please email < seminar-booking@one-name.org > as soon as possible if you would like to join us; there is no need to specify what time you wish to eat and we will just fill the tables as people arrive.

Thank you for booking, we hope you will have a very interesting and enjoyable day.

Kind regards,

Jackie Depelle

Jackie Depelle (Seminar Organiser)