

Realising Just Cities Conference 2019, Sheffield: Lessons, Impacts and Outcomes

The rapidly growing number of people moving into cities all over the world presents a challenge of unprecedented size. It is crucial to find ways to make urbanisation a source for wealth, health and sustainability—which is shared. Mistra Urban Futures arranges Annual Conferences about Realising Just Cities, which are hosted at our research platforms.

Our 4th Annual conference will take place in Sheffield and Manchester, UK and is hosted by the SMLIP's lead organisation, the Urban Institute at the University of Sheffield. The conference will focus on lessons, impacts and outcomes from our research.

A week of programme activities has been organised from Sunday 13th October to Friday 18th October.

We recognise that not all delegates will be joining for the full conference week, so please pay attention to those sections that specifically relate to you.

In the following pages you will find information on:

- [Day by Day Programme Arrangements](#)
- [Logistics and Travel to and from Sheffield](#)
- [Accommodation](#)
- [Food and Drink](#)
- [Access](#)
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- [Emergency Information](#)

Should you have any questions in advance of the workshop that are not covered in this delegate pack, please don't hesitate to get in touch with the organising team at RJCconf2019@sheffield.ac.uk.

For late changes in the Programme, please look at the web-site.
<https://www.mistraurbanfutures.org/en/event/RJC2019-conference-week>

For any **urgent issues** with your accommodation, travel or anything else during the conference, please call Vicky Simpson (+44 (0)7753 434648), Beth Perry (+44 (0) 7753 420822) or Nick Taylor Buck (+44 (0)7989 683218). We will be available from 1500 on Sunday in Sheffield if support is required.

Day by Day Programme Arrangements

[Sunday 13th October](#)

[Monday 14th October](#)

[Tuesday 15th October](#)

[Wednesday 16th October](#)

[Thursday 17th October](#)

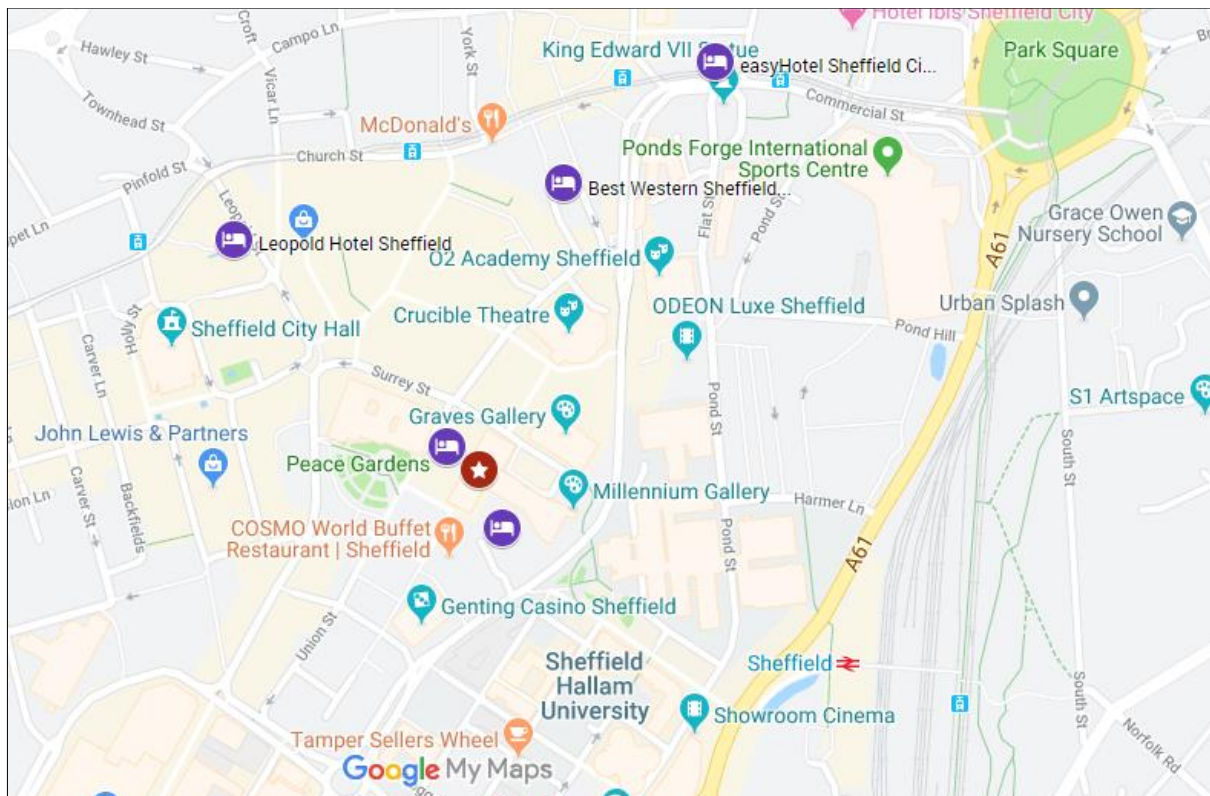
[Friday 18th October](#)

Sunday 13th October: Welcome Drinks and Food, Sheffield Winter Garden

The Welcome Drinks and Food will take place at 6.30pm on Sunday 13th October at the Sheffield Winter Garden, 90 Surrey St, Sheffield S1 2LH.

Please use the ramped entrance ramped on Surrey Street. (Other entrances will be closed.)

The Winter Garden is located next to the Mercure Sheffield St Paul Hotel, and around a 5-minute walk from the Leopold, Novotel, Best Western and Easy Hotels.



There will be short welcome to the conference from the local hosts and an opportunity to meet and greet old and new friends and colleagues.

Food and drink will be provided.

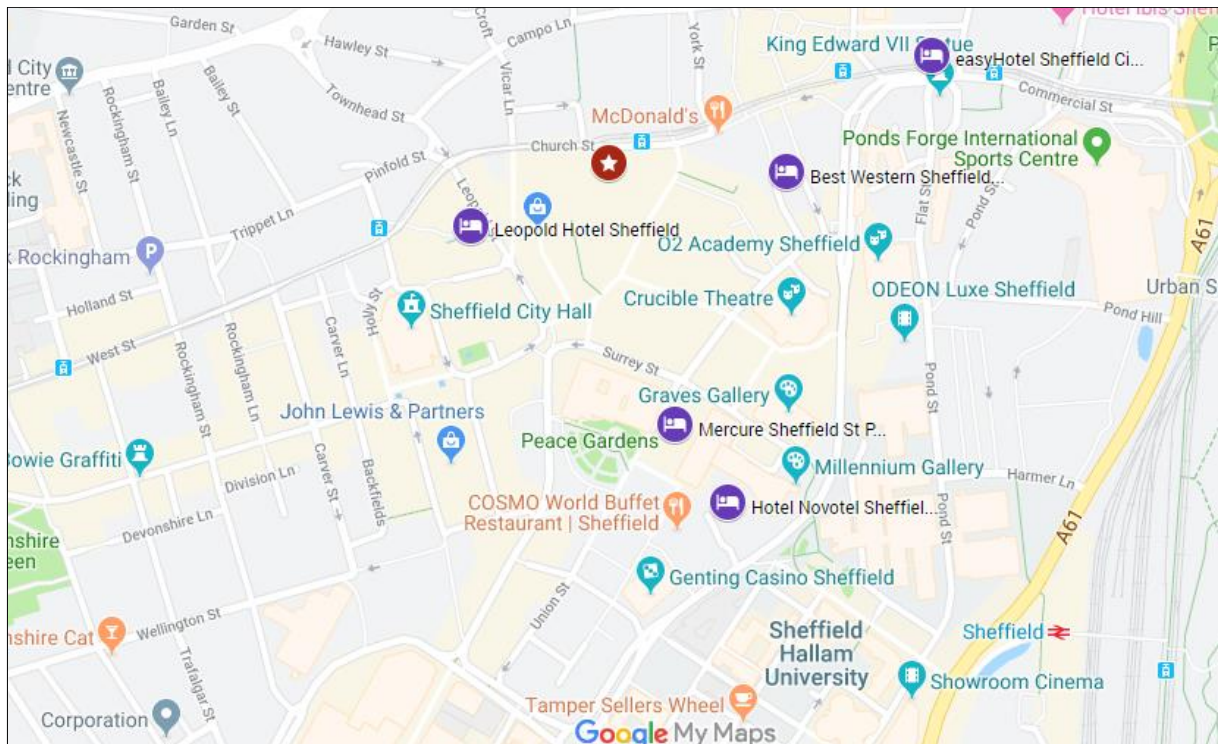
We have planned to move between the hotels and the Winter Gardens on foot. No transport has been provided. If you have mobility issues and have not already told us, please let us know asap.

There is no dress code - please be comfortable after your long journeys.

Monday 14th October Comparative Project Workshops and Sheffield Walking Tours, Cutlers' Hall

The main venue is **Cutlers' Hall, Church Street, Sheffield, S1 1HG** (Tel: +44 (0) 1142 768 149).

Cutlers' Hall is a short walk from all the hotels (please [see maps](#)). It has big silver doors and is directly opposite the Cathedral.



0900-1300 Comparative Project Workshops

There is a secure cloakroom on the ground floor. Please make your way upstairs (or by lift) to the first floor where you will be greeted by the SMLIP team in the silver vestibule area. The team can direct you to your rooms for comparative work.

We will be making up delegate conference bags for the open conference. If you have material you would like to be included please give these to the SMLIP upon arrival in the morning, at the latest 1000. No books, please.

Hot and cold refreshments (tea, coffee and iced water), chocolate cookies and fresh fruit will be available throughout the day in Main Hall.

Workshops will be hosted in the following rooms:

- SDGs: Banqueting Hall
- Food: Drawing Room
- Migration: Reception Room
- Waste: Goodwin Room
- Transport: Osbourne Room

All rooms booked for workshops will have the following equipment as a minimum

- PROJECTOR
- PROJECTOR SCREEN + TRIPOD
- LAPTOP
- FLIPCHART STAND, PAD & PEN

1300-1415 Lunch

A cold buffet lunch will be provided from 1300 onwards in the main hall. There will be a selection of vegetarian and vegan sandwiches and salads, crisps, desserts and fruit.

1415-1700 Sheffield Walking Tours

Walking groups will meet in the **Hadfield Hall** to depart at 1415, on the ground floor of Cutlers' Hall.

Please collect any outdoor clothing from the cloakroom **before** going to Hadfield Hall, to avoid unnecessary delays to your departure.

When you arrive in the Hall, please go first to collect your name badge. This has information about the options you have chosen throughout the conference, including your walk. Signs around the room will show where each group is meeting, and you will be asked to sign in so we can ensure all walkers are fully registered.

There will be a workshop leader and member of the RJC team on each walk. If you need to leave the walk early, please let them know.

Some excursions will return directly to Cutlers' Hall. Others finish in other locations around the city. This information, and the expected finish time for each route, is available [here](#).

If you cannot remember which walk you chose and wish to check in advance, see the confirmation email you received when registering.

You are free to make your own plans after your walk is finished. A list of suggested eating places is available [here](#). If you need to retrieve any belongings from Cutlers' Hall, please note that it will be closed from 1800 onwards; belongings left overnight will however be secure.

Tuesday 15th October, 4th Realising Just Cities Open Conference, Cutlers' Hall

On Tuesday we will be at Cutlers' Hall again. Please see directions above.

A full programme and pack will be given to you when you register. Please see [here](#) as a reminder of the programme.

You should have already selected which sessions you will attend and these will be designated on your name badges (given out on Monday to those participating in walking tours; new arrivals should collect your badge with your conference pack).

The conference will end at 1800. You are free to leave the conference to return to your hotels or continue your discussions elsewhere.

The conference dinner will take place in Cutlers' Hall at 1930. Pre-dinner drinks, a three-course meal and entertainment will be provided.

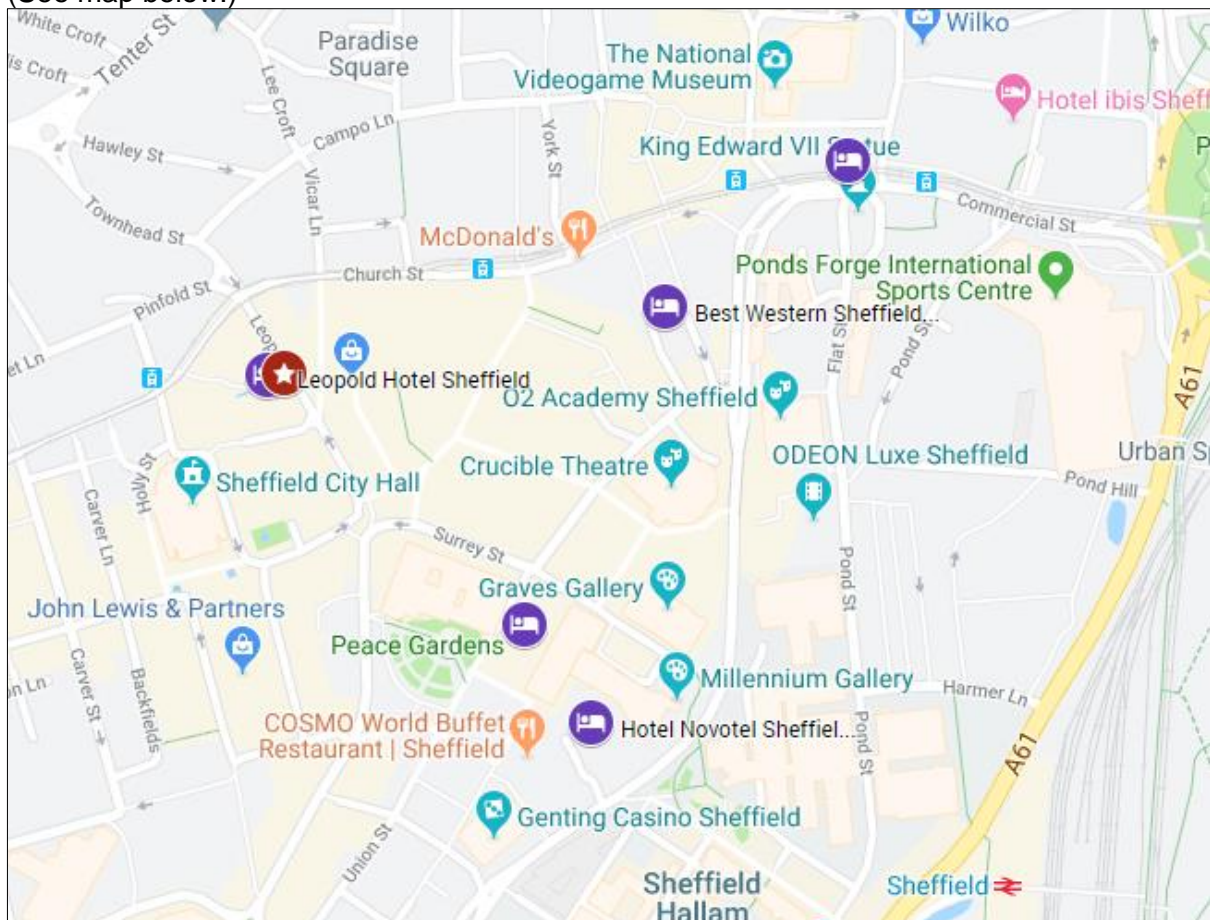
No transport has been provided. You need to make your own way to and from Cutlers' Hall. If you have mobility issues, please let us know.

The plenary sessions and some conference sessions will be video recorded.

Wednesday 16th October, Greater Manchester Fieldtrips and International Policy Exchange

On Wednesday 15th October, Mistra Urban Futures delegates will be taken on coaches from Sheffield to Manchester for a day of workshops, field trips and a panel discussion. Please arrive at the departure point no later than 0730, where you will be checked in. Coaches will depart promptly at 0745. You should bring with you any refreshments you need for the journey and any outdoor clothing and footwear needed for your chosen field trip. We will not wait for latecomers. We expect to arrive in Manchester at about 09.30.

The departure point will be outside the **Leopold Hotel on Leopold Street, Sheffield S1 2GZ.** (See map below.)



Important: If you reserved a coach place when registering for the conference and no longer intend to travel by coach, please tell the SMLIP team in advance.

Please remember to bring your badge.

We will be dropped off at our primary venue for the day in **Chamber Space, Deansgate** in Central Manchester. Refreshments will be available on arrival. We will also be joined by some additional delegates in the morning who will make their own way to the venue. After a short welcome and orientation for the day, you will meet up with your fieldtrip guide and leave at 1015. Information about which fieldtrip you have selected will be provided when you collect your conference name badge—for a reminder see [here](#).

Some field trips require a coach journey. Others will begin directly from Chamber Space. These logistics will be explained on the day.

You will return to Chamber Space for lunch at 1330–1430. We may be joined by additional Greater Manchester delegates at this point, who will also make their own way to the venue.

The afternoon workshop involves an International Policy Exchange with presentations from Greater Manchester decision-makers, an international panel discussion and a sharing and learning session. The workshop will be live-scribed by a visual minute taker.

At 1815 we will have pre-buffet drinks and a hot Italian buffet will follow at 1900. A pianist has been booked for entertainment. The Mayor of Greater Manchester has been invited to address us, but we will not have confirmation until much nearer the time.

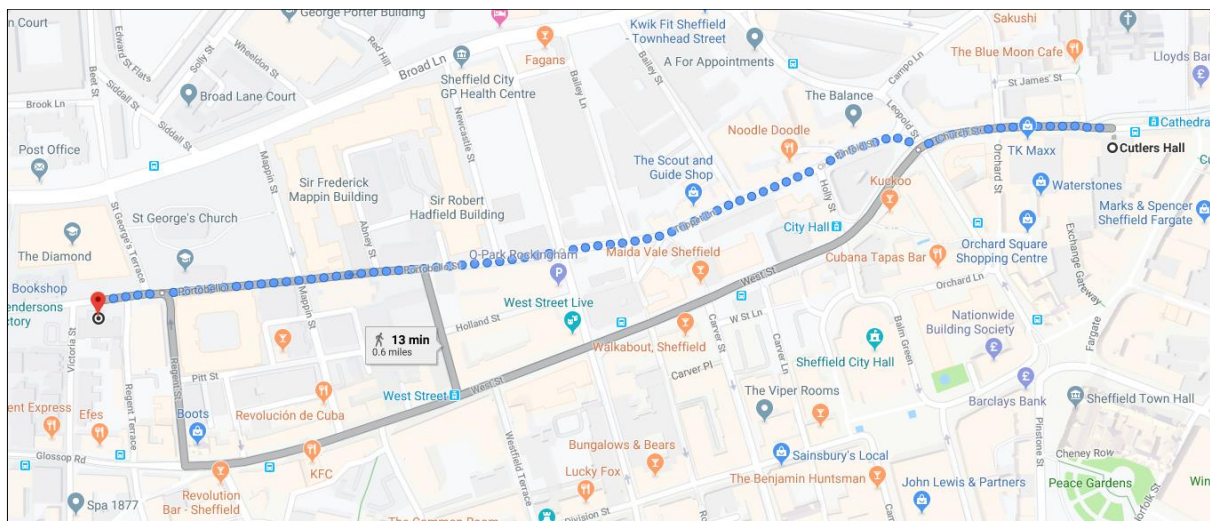
The formal close and thanks for the conference organising will take place after 2000. Coaches will depart by 2100 at the latest to return to Sheffield.

The coaches will drop you back outside the Leopold Hotel at 2230.

Thursday 17th October, Parallel Meetings and Lyla Mehta's Lecture

Most meetings will take place in the University ICOSS Building. The address is 219 Portobello, Sheffield, S1 4DP. It is a 12-minute walk from Sheffield City Centre.

The map below shows a suggested route beginning at Cutlers' Hall. Alternatively, you can follow the route of the tram tracks, until you reach Regents Terrace where you should turn right.



MUF Board:	ICOSS Board Room (Until 1200)
Waste:	ICOSS Board Room (After lunch only)
Transport:	ICOSS 4th Floor Meeting Room
Cultural Heritage:	ICOSS Glass Meeting Room
SDGs:	ICOSS Conference Room

Urban Public Finance: Arts Tower Board Room*
Lyla Mehta Talk: The Diamond, 2.05 Seminar Room (1230–1330)

*Additional directions will be given to participants in this meeting. The Arts Tower is located uphill, to the west of ICOSS, off Western Bank.

The venue for Lyla Mehta's talk is situated inside **The Diamond** building, opposite ICOSS. Room 2.05 is in the centre of the building, on the second floor (lifts are available).

Important: Access to the second floor is restricted. Please come to our registration desk in the entrance lobby (to the right of the ground floor reception desk) for help gaining access.

A buffet lunch will be provided in the ICOSS Foyer after this talk.

Meeting venues are available until 1700. At this point you must leave the building as health and safety requirements mean only trained staff are permitted to remain after 1700.

You should make your own plans for food in the evening. A list of suggested eating places is available [here](#).

Friday 18th October, Meetings Continued

LIP Directors: ICOSS Board Room (Until 1200)

SDGs: ICOSS Conference Room

A buffet lunch will be provided in the ICOSS Foyer

Logistics

Travel to/from airports

Allow 1 hour 45 minutes for travel between Manchester Airport and Sheffield train station. On weekdays and Saturdays there are 3 trains per hour. On Sundays there are two trains per hour. An anytime return ticket will cost £41.30. Cheaper tickets are available if you pre-book using [Trainline](#). To arrive in time for the Welcome drinks on Sunday 13th, it is advisable to book a flight arriving into Manchester Airport no later than 1600.

Car parking

Should you need it, Cutlers' Hall offers discounted car parking with a number of QPark car parks across the City:

- QPark Rockingham Street, Sheffield S1 4NL: £4 per 12 hours
- QPark Charles Street, Sheffield S1 2NA: £6 per 12 hours
- QPark Sheffield Station, Sheffield S1 4AA: £7 per 12 hours

To redeem the discount, please scan the ticket on your way out of the Cutlers' Hall at the machine located at reception. This will then take the car parking price down to the amount stated above. If unsure, please ask a member of staff and they will be happy to assist.

[Driving directions](#) are available on Cutlers' Hall website.

Accommodation

Below is a list of Sheffield city centre hotels all within short walking distance of the train station and conference venue [Cutlers' Hall](#). (See walking maps [here](#).)

Costs are approximate and to be used as a guide. If your travel plans are confirmed and are not going to change, some of the hotels offer a promotional rate on a first come basis. These rates are pre-payable and non-cancellable / non-refundable.

[Mercure Sheffield St Paul Hotel and Spa](#)

- 119 Norfolk Street, S1 2JE / +44 114 278 2000 / email: H6628@accor.com
- 4 star hotel with free Wi-Fi and gym/pool
- Double bed single occupancy with breakfast approximately £105 per person per night promotional rate. Book directly through the website

[Novotel Sheffield Centre](#)

- 50 Arundel Gate, S1 2PR / +44 113 396 9005 / email: H1348@accor.com
- 4 star hotel with free Wi-Fi and indoor heated pool
- Double bed single occupancy with breakfast approximately £86 per person per night promotional rate. Book directly through the website

[Leopold Hotel](#)

- 2 Leopold Street, S1 2GZ / +44 114 252 4000 / res.sheffield@leopoldhotels.com
- 4 star boutique hotel with free Wi-Fi and fitness suite
- Double bed single occupancy £71 per person per night (use promotion code LEOPOLD10 for 10% discount). Full English breakfast £12.95pppn or continental £7.95. Book directly through the website

Best Western Sheffield City Centre Cutlers

- George Street, S1 2PF / +44 114 273 9939 / reception@cutlershotel.co.uk
- Free Wi-Fi
- Standard single room with breakfast £63 per person per night promotional rate. Book directly through the website.

Easy Hotel Sheffield

- 71 High Street, Sheffield, S1 2GD / +44 114 349 8450
- This is a budget hotel and **room only** (no breakfast however there are many places to eat locally). Wi-Fi only available in the reception area
- Standard single room only is £28.99 per person per night. Book directly through the website

Food and drink

If you have registered, you will be provided lunch and refreshments according to your specified dietary needs on:

- Sunday 13th October: Evening Meal Only
- Monday 14th October: Lunch Only
- Tuesday 15th October: Lunch and Evening Meal
- Wednesday 16th October: Lunch and Evening Meal
- Thursday 17th October: Lunch Only
- Friday 18th October: Lunch Only

If you have not told us about any dietary requirements please do so as soon as possible, especially if you have allergies.

The rest of the time you will need to cater for yourselves.

Other options for eating in the city centre include:

- Kommune (various) Castle House, Angel Street, Sheffield, S3 8LS, kommune.co.uk
- Wagamama (Japanese) Sheffield Leopold Square, 2 Leopold St, Sheffield, S1 2JG +44 (0)114 272 3615
- Zizzi (Italian) Sheffield Leopold Square, 8 Leopold St, Sheffield S1 2JG +44 (0)114 278 7718
- The Botanist Sheffield (Modern European) 5A & 5B, 5A Leopold St, Sheffield S1 2JG +44 (0)114 273 7855
- Aagrah Sheffield (Indian) Sheffield Leopold Square, 1 Leopold St, Sheffield S1 2JG +44 (0)114 279 5577
- Cubana Tapas Bar (Spanish) Unit 4 Leopold St, Sheffield S1 2JG +44 (0)114 276 0475
- Craft & Dough (Pizza) 44 Campo Ln, Sheffield S1 2EG +44 (0)114 272 2150
- Sakushi (Sushi) 27 Campo Ln, Sheffield S1 2EG +44 (0)114 273 7399
- Cargo Hold Restaurant & Bar (Mediterranean) 20 Church St, Sheffield S1 2GN. +44 (0)114 275 1215

Access

There are steps up to the main entrance of the Cutlers' Hall, but Commissionaires will be on hand throughout the event to place ramps on the steps if needed. Once in the venue there are accessible facilities on the ground floor, and lifts to the first and second floors. If you have any access requirements to support your participation in the conference, please get in touch with one of the organising team to discuss.

The ICOSS building is accessed by electronic doors operated by a staff ID card system. SMLIP staff members will meet and greet delegates on both Thursday and Friday mornings to give access. If you arrive late please use the intercom at the doors and select either the 1st Floor Faculty office, SMI or the 4th floor and a member of staff will let you in. We will also arrange a temporary visitor wipe pass for each group that is meeting in ICOSS to share.

Wi-Fi

Complementary Wi-Fi is available at Cutlers' Hall. Upon arrival at the venue all delegates will be given a card with the login details. No charges.

Whilst attending meetings in ICOSS on Thursday and Friday, delegates can use the WifiGuest network. You will need to select WifiGuest from the list of available wireless networks and sign in or log into The Cloud using their web browser. If you are not automatically directed to the log in page, you should open your device's browser and go to www.sky.com. This network is for guest use only. This service is provided by Sky

Social Media

Use #JustCities2019 to share your thoughts about the conference. Our Twitter accounts are: @MistraUrbanFut @UK_RJC @Urban_Inst and @SheffSocScience

Emergency information

The nearest hospital is the Royal Hallamshire Hospital, located on Glossop Rd, Sheffield S10 2JF. It is open 24 hours. Tel: +44 (0)114 271 1900.

To contact an emergency service such as ambulance, fire, or police, you can dial 999 or the EU standard number which is 112. These calls are free of charge whether calling from a landline or mobile. You can call the emergency numbers from a mobile phone without having to unlock the phone first or enter a pin number.

Electricity

A reminder of the sockets:

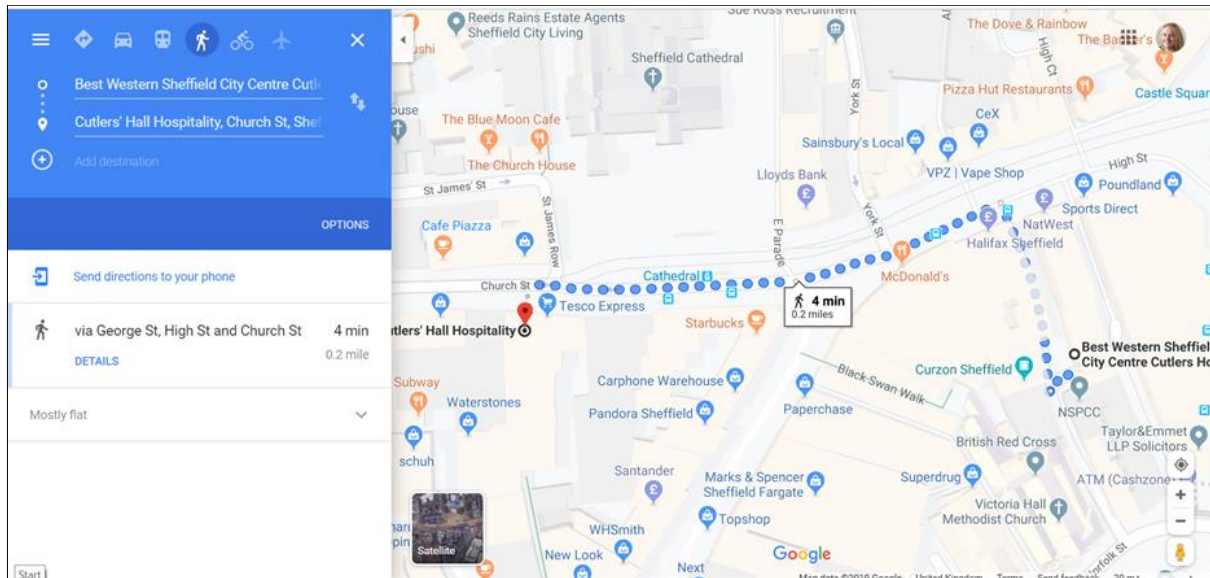
United Kingdom (UK)	230 V	50 Hz	TypeG
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Maps from hotels to Cutlers' Hall

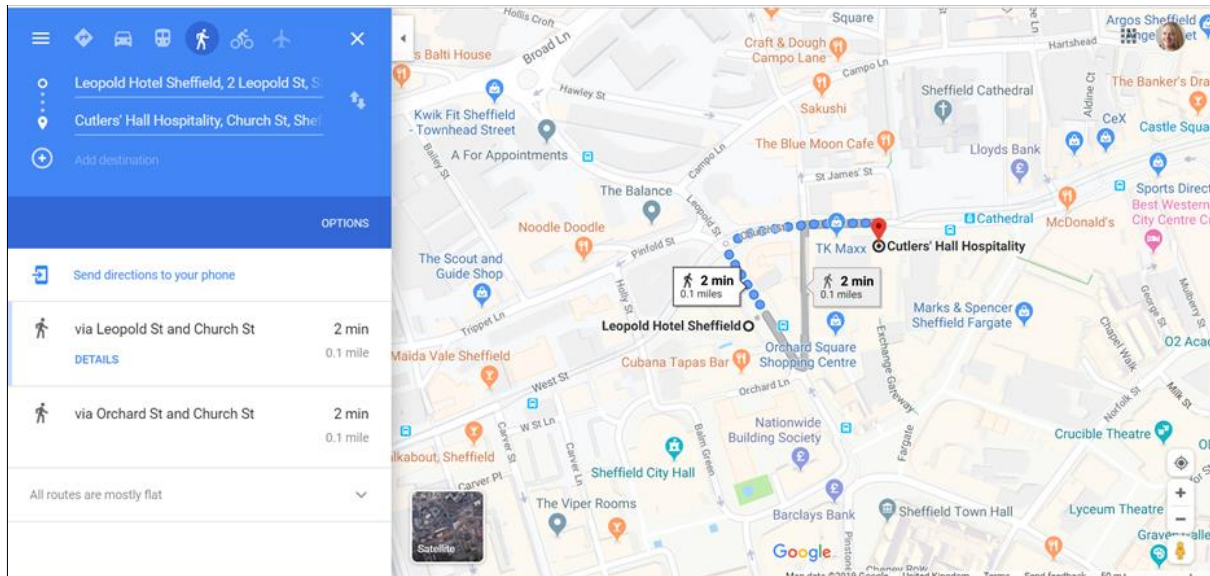
[An interactive map with all the Sheffield venues](#) can be viewed online.

The maps below show suggested walking routes between conference hotels and Cutlers' Hall.

Best Western Hotel



Leopold Hotel



Mercure Hotel

Options:

- via Fargate: 6 min, 0.3 mile
- via Surrey St: 6 min, 0.3 mile
- via Norfolk St and Chapel Walk: 6 min, 0.3 mile

All routes are mostly flat

Novotel Hotel

Options:

- via Surrey St and Fargate: 10 min, 0.5 mile
- via Surrey St: 10 min, 0.5 mile
- via Orchard St: 9 min, 0.4 mile

All routes are mostly flat

Easy Hotel

