

Event joining instructions

Certified Energy Manager Birmingham, October/November 2017

Venue: De Vere Colmore Gate, Bull Street Entrance, Bull Street Birmingham B3 2QD
(directions overleaf).

Dates and times: The course is in two blocks of three days with an examination on the final day:

Part 1: **31 Oct - 2 Nov**

Part 2: **14 - 16 Nov**

We will start promptly at **10:00** on the first day only, and at **09:00** on the other five days. Finish time is **17:30** each day.

Materials and equipment: computers are not required but you will need a **calculator**. Handouts will be provided. Please note if travelling with limited luggage, the course handbook is bulky.

Catering: refreshments and lunch are included every day and there will be a course dinner on the first evening. If you have any special dietary requirements can you please let Vilnis Vesma know as soon as possible.

Dress code: casual.

Contact: Vilnis Vesma (organiser): 0777 378 1427. Venue office: 0121 200 4803.

Travel: the venue is a few minutes' walk from Birmingham New Street and Snow Hill stations. For those coming by car, the NCP car parks in Livery Street (adjoining Snow Hill Station) and Albert Street are recommended. There is also the option of using the Hawthorns park-and-ride in Halfords Lane, near M5 J1 and taking the tram which stops in Bull Street outside the venue.



Accommodation: the **Thistle Birmingham City Centre**, the **Ramada Encore** and **Ibis Birmingham City Centre** tend to offer good rates if you book in advance through Booking.com or Expedia.