

GENERAL SYNOD

JULY GROUP OF SESSIONS 2016

SECOND NOTICE PAPER

PRACTICAL INFORMATION

Emergency procedures

1. If the Chairman adjourns the sitting and requests members to leave the Central Hall **for whatever reason**, please leave the Hall as soon as possible in an orderly fashion.
2. In the event of a fire or other emergency in the Central Hall, alarms will sound. Emergency exits are clearly marked. If you are in the main hall, please leave the building immediately by the **nearest external exit** around the **upper gallery** of the amphitheatre and descend via the **external staircases**. **Do not use the stairways down into the Concourse.**
3. If you are in the Concourse, please leave by any of the external doors. **Do not go back into the main hall.** The assembly point is on the grass mound in front of the Central Hall.
4. Please be aware that there are members who may not be able to hear the alarm or find the way unassisted. Please help the staff ensure that these members are given the assistance they need.

Disabled access

5. Lift access is available to the floor level of the main hall, the upper part of the main hall and the public gallery. Please let the security staff know if you need to use this facility.
6. Please remember that **in the case of an emergency, the lifts will not work.** If you need assistance to evacuate the building, please make yourself known to a member of staff.

Induction loop

7. An induction loop is installed throughout the auditorium.

Security

8. As usual, strict security measures will be in operation throughout the group of sessions. A system will be in place to channel members through the security checks in an area in front of the Central Hall, which will be cordoned off. Security *inside* the Central Hall will be kept to a minimum.

9. The security staff will not know who you are, so **you will save yourself a great deal of unnecessary inconvenience by wearing your Synod pass visibly at all times**. This will help the security staff to ensure your safety and the safety of your belongings. Please expect your pass to be checked before you enter the Central Hall. **Please co-operate with any request from security staff to search bags.**
10. **Please note that security staff have been instructed not to allow anyone without a pass into the Central Hall or the cordoned-off area immediately in front of it.** They need to work to simple, clearly enforced rules and **will not make exceptions. Please do not ask them to do so.**
11. Remember, the security staff are not there to make your life difficult, but to help ensure that the Synod can run without interruption and to help ensure your safety.

New or replacement passes

12. If you are a new member and do not yet have a pass or if you have mislaid your pass you must obtain a temporary pass to gain access to the Central Hall.
13. Photocard passes will be issued from the Organiser's Office (B/S008) on the ground floor of the Berrick Saul Building.

Voting cards

14. Please collect your electronic **voting card** from the Information Desk in the Central Hall Concourse.
15. **The voting card is personal to you and you will not be able to take part in electronic votes without it**, so please remember to **collect the card in good time and keep it safe.**
16. Cards cost around £5 each to replace and it is wasteful in administrative costs to try to reclaim those which have not been returned, so please remember to return your card at the end of the group of sessions.
17. **Voting handsets** will be available from recharging stations on the stairways from the Concourse up to the main hall. Again, these are expensive pieces of kit, so **please remember to return your handset to the recharging stations as you leave the main hall.**

Seating

18. Please remember that you cannot reserve a seat in the main hall and please ensure you remove personal items and papers

whenever you leave. **Any items left in the main hall will be removed** and may be reclaimed from the Porter's Lodge in the Concourse. Papers may be thrown away.

19. The top three rows of seating to the left of the platform (as you look at it) opposite the press gallery are a 'no voting' area, one row of which is customarily reserved for the Young Adult Observers. We occasionally use the other seats for staff or some visitors to relieve pressure on the public gallery. You may, of course, sit here and vote electronically from here, but **please be aware that you will not be called to speak if you sit there and in any vote by a show of hands, your vote will not be counted.**

Speaking in debates

20. If you hope to be called to speak in a debate, it is advisable to sit in the seating in the flat area on the floor of the hall or in the lower levels of the middle section of tiered seating: it is difficult for Chairs, sitting with the light in their eyes, to identify people who sit in the upper levels and on the extreme left or right.
21. As usual, you may complete a 'request to speak' form (available from the Information Desk in the Concourse) to indicate that you would like to be called in a particular debate.
22. Please give brief details of why you wish to speak and provide an outline of what you wish to say. A request to speak **does not guarantee that you will be called**: this is entirely at the discretion of the Chair. Please hand in your request to speak at the Information Desk. And remember: you still **have to stand during the debate if you wish to speak.**
23. If you are called to speak in a debate, please use one of the two lectern microphones on the floor of the main hall. In order to avoid delays between speeches, Chairs will call two speakers at a time – the next to speak and the next-but-one. You will, therefore, have notice of the Chair's intention to call you and will have time to get to the nearest microphone.
24. Seats are provided at the top of the stairs to and from the Concourse for you to use while you are waiting to speak after you have been called.

Public access

25. Access to the public gallery is via an outside staircase and balcony through two doors at the top of the Central Hall opposite the stage. The route will be clearly signposted.

26. No overcoats etc or large bags or cases are allowed into the public gallery. These must be left in room B/S008 in the Berrick Saul Building. No food or drink is permitted in the public gallery. There is a water cooler close to the seating area for visitors' use.
27. Please note that **there is a security check at the foot of the external staircase**. Anyone wishing to enter the public gallery will need to pass through an airport-style security arch and bags/jackets will be searched. **Security staff have been instructed not to allow anyone who refuses to undergo the security check access to the public gallery**. It is recommended that members and staff who wish to sit in the public gallery use the internal staircases if they wish to take bags and papers into the public gallery.
28. **Please note:**
 - **mobile phones** and other **electronic devices** must be switched to silent in the public gallery
 - **no photography** is permitted in the public gallery (or anywhere else in the main hall outside the press gallery)
29. Please remind guests that **members of the public are admitted to the public gallery on condition that they remain silent and do not disrupt the Synod's proceedings**.
30. If you wish to sit in the public gallery, you may, of course, do so, but please remember that, as in London, you **may not speak** from the public gallery and that you must **remain silent** during the Synod's proceedings. **In any vote by a show of hands your vote will not be counted** if you are sitting in the public gallery.
31. There will be occasions when there is particular pressure on seating in the public gallery. At those times, it would be greatly appreciated if members would accede to requests from staff to move out of the gallery.

Smoking

32. York University operates a smoke-free policy. Please note that the **Central Hall** and the **area immediately surrounding** it (i.e. including the Terrace, the external balcony and the area enclosed by the security barriers) are designated smoke-free areas.